Judicial Information Systems

District Court System

Civil User Guide

2004

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JIS Civil User Guide

Table of Contents - Civil User Guide

Table of Contents - Civil User Guide

Table of Contents - Civil User Guide

Table of Contents - Civil User Guide

Table of Contents - Civil User Guide

Appendices (continued)

This space is reserved for your notes.

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Getting Started
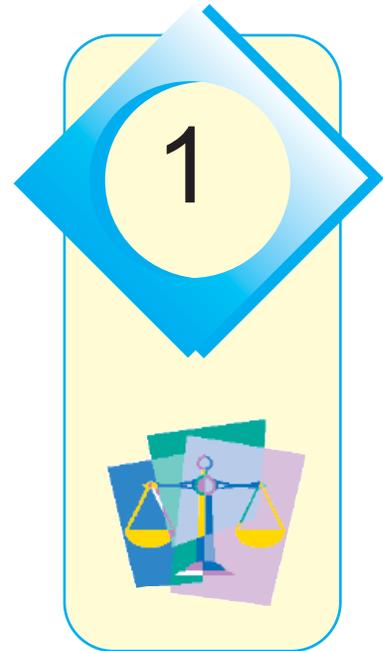
In this chapter you are introduced to JIS and the Civil Module.

What is JIS?

Judicial Information Systems (JIS) is a division of the Michigan Supreme Court - State Court Administrative Office. We provide software for District, Circuit (Family), and Probate/Juvenile Courts.

What will the JIS system do for you?

Our programs are designed to reduce the amount of paperwork needed to maintain records, provide for easy access to information, and save time preparing forms. Other features of the system include immediate posting of cash receipts, chronological case histories, calendars, and reports.

Components

The system contains Civil, Cash, Traffic/Criminal and Probation modules. There is a central name index available to inquire of JIS District, Circuit, and Probate systems when all of the systems reside on the same AS/400. Security is available to limit access to screens, reports, code file maintenance, and audit reports.

Software Enhancements

You will receive enhancements to the software semi-annually, unless there are unusual circumstances. These enhancements include changes to accommodate new or changed legislation that impact the District Court, new forms, and improved functionality in all modules.

Please use the JIS Enhancement Request Form provided in Appendix I should you have any suggestions for enhancements to the software. An Executive Committee comprised of District Court representatives from across the state will review your request and provide direction to JIS as to which enhancements are ultimately added to the software.

AS/400 Sign On

```
                                    Sign On
         Michigan Supreme Court                  System  . . . . . :   OSMSOUTH
         State Court Administrative Office        Subsystem . . . . :   QINTER
         Judicial Information Systems             Display . . . . . :   KARENA




                   User  . . . . . . . . . . . . .   █_____
                   Password  . . . . . . . . . . .




                                                (C) COPYRIGHT IBM CORP. 1980, 1999.
```

At the AS/400 Sign On screen:

    1) type in your user name and password
    2) press **ENTER**.

After pressing the **ENTER** key, the next screen may be a menu customized by your court or IS department. If so, enter the option listed for the District Court software. Menu options and verbiage will differ from court to court. If no menu exists, the next screen will be the District Selection and Operator Menu.

District Selection and Operator Menu

```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│  ▓SUNNY SPRINGS▓▓▓▓▓▓   District Selection and Operator Menu      2003/1 DCS │
│                                                                       │
│                                                                       │
│         1. District Selection Menu                                    │
│                                                                       │
│                                                                       │
│         Printer Writer/Output Queue: PRT00_____                      │
│                                                                       │
│         3. Start Printer Writer                                       │
│         4. Work with Printer Writer                                   │
│         5. Work with Output Queue                                     │
│                                                                       │
│                                                                       │
│         6. Display Messages                                           │
│         7. Work with Submitted Jobs                                   │
│         8. Work with All Spooled Files                                │
│                                                                       │
│         9. Reports Archives                                           │
│         1_   Enter Option                                             │
│                                                                       │
│                                                                       │
│     F24-Sign Off System                                               │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

To move further into the JIS system, type a 1 in the *Enter Option* field and press ENTER.

Court location is helpful for those courts with multi-locations. It is displayed in the upper left-hand corner of the screen. In this example, the court location is Sunny Springs.

The software release version is found in the upper right-hand corner of this screen. In the screen above, 2003/1 DCS represents the first release of 2003 of the District Court Software. If you need to contact the Help Desk for assistance, you may be asked to furnish the release version to support staff.

The District Court System

```
SUNNY SPRINGS            State Court Administrative Office

                          District Court System


         Select one of the following Subsystems:

                          1. Traffic/Criminal
                          2. Civil
                          3. Cash
                          4. Probation
                          5. SOS/LEIN




         Option: 2




  F24-Previous Menu
```

Type a 2 in the *Option* field for the Civil Subsystem and press ENTER.

The District Court System contains four modules. The fifth option on this screen provides access to SOS/LEIN. User Guides are available for all modules. Traffic/Criminal and Probation are combined.

Please note that the Civil module contains only names associated with civil cases. The Traffic/Criminal module contains only names of defendants associated with traffic or criminal cases, including cases in probation status. Central Name Inquiry (CNI) is an option you can use to display all names, regardless of the type of case. Detailed information about CNI can be found in Chapter 4-Inquiry Screens.

Civil Subsystem

```
 SUNNY SPRINGS        State Court Administrative Office
                             Civil Subsystem


       Select one of the following:

                         1. Civil Online
                         2. Reports
                         3. Code Files Update
                         4. Code Files Print
                         5. Calendar
                         6. Report Generator




       Option: 1




    F24-Previous Menu
```

At the Civil Subsystem, type a 1 in the *Option* field for Civil Online and press ENTER.

The Civil Subsystem contains the following options.

Civil Subsystem		
Options / Name		**Why Go There?**
1	Civil Online	Enter cases, inquire about cases and calendars, and print immediate forms.
2	Reports	Request batch reports and forms for printing.
3	Code Files Update	Maintain utility files, e.g. holiday, bar, and code files.
4	Code Files Print	Print the above utility files.
5	Calendar	View or print a court calendar.
6	Report Generator	Create reports where YOU define the criteria.

Civil Online Selection

```
SUNNY SPRINGS                                    6/25/03  14:35:52
   Court        C I V I L   O N L I N E   S E L E C T I O N
     2


          Case Entry        (CAS)      Bond/Trust Update    (BND)
          Action            (ACT)      Bond Alpha Inq       (BDI)
          Partial Name      (NAM)      Trust Alpha Inq      (TRI)
                                       Bond/Trust Alpha Inq (AAI)
          Party Status      (STS)
          Transfer          (TRN)      Garnishment          (GAR)
          Delete            (DEL)      Garnishment Summary  (GAQ)


          Party Hist Inqry  (PHI)      Party Hist Update    (PHU)
          Soundex           (SDX)      Financial ROA        (FIN)
          ROA Online        (ROA)      Calendar             (CAL)
          ROA Print         (RAP)      Central Name Inqry   (CNI)
          Report Requests   (RPT)      Combined Calendar    (CCL)


 NXT ___ CASE _____ PTY ___ GAR# __ NAME _____
 F24-Previous Menu  Page/Roll-Additional Options
```

The Civil Online Selection Menu lists all entry, update and inquiry screens. Use the three-letter code listed in parenthesis after the screen name to hop to that screen.

RAP is the only code that doesn't hop anywhere. It's a quick way to print a Register of Actions. When you type RAP in the *Nxt* field, the case number in the *Case* field, and press **ENTER**, a complete Register of Actions for that case will be immediately sent to your designated printer.

Screens listed on this menu are arranged with those most frequently used at the top.

Page down to get to the Immediate Forms Menu. Forms are listed in alphabetical order as shown on the next page.

```
SUNNY SPRINGS                                          6/25/03   14:48:23
   Court         C I V I L   O N L I N E   S E L E C T I O N
     2                      IMMEDIATE FORMS MENU



        Default Notice          (DFN)      Notice Intent/Dismiss   (NOI)
        Dismissal               (DIS)      Notice to Appear        (NTA)
        Judgment Civil          (JDG)      Notice to Dismiss       (NTD)

        Judgment Land Cont Forf (JLC)      Order to Show Cause     (SCS)
        Judgment Landld-Tenant  (JLT)      Petition Bench Warrant  (PBW)
        Judgment Small Claims   (JSC)      Subpoena                (SUB)
                                           Warrant Recall          (WAR)







   NXT ____  CASE _____  PTY ____  GAR# ___  NAME _____
   F24-Previous Menu   Page/Roll-Additional Options
```

Throughout this User Guide you will find references to charts and tables in the Appendices, including a Master List of Field Descriptions which lists data entry fields used in the Civil module, what screen(s) they are found on, and how to format the data that go into those fields.

Please keep in mind that the procedures established in your court for data entry may vary from the examples given in this User Guide. In most instances, our examples show a minimum amount of data entry necessary to update the system.

Moving Around The System

There are three ways to move around the system. These features eliminate the need to "back out" to a menu each time you want to change to a different screen.

✔️Enter Option Field

```
SUNNY SPRINGS        District Selection and Operator Menu        2003/2 DCS


        1. District Selection Menu


           Printer Writer/Output Queue: PRT00

        3. Start Printer Writer
        4. Work with Printer Writer
        5. Work with Output Queue


        6. Display Messages
        7. Work with Submitted Jobs
        8. Work with All Spooled Files

        9. Reports Archives
        __    Enter Option



 F24-Sign Off System
```

The *Enter Option* or *Option* field is used by identifying which of the numbered options on the screen you need to access. On this screen, options 3-9 work with print options, messages, and submitted jobs. These options are covered in Chapter 10-Printing.

☑ Function Keys

```
┌────────────────────────────────────────────────────────────────────┐
│ ▌SUNNY SPRINGS▐      District Selection and Operator Menu   2003/2 DCS│
│                                                                      │
│         1. District Selection Menu                                   │
│                                                                      │
│                                                                      │
│         Printer Writer/Output Queue: PRT00                           │
│                                                                      │
│         3. Start Printer Writer                                      │
│         4. Work with Printer Writer                                  │
│         5. Work with Output Queue                                    │
│                                                                      │
│                                                                      │
│         6. Display Messages                                          │
│         7. Work with Submitted Jobs                                  │
│         8. Work with All Spooled Files                               │
│                                                                      │
│         9. Reports Archives                                          │
│                                                                      │
│         __   Enter Option                                            │
│                                                                      │
│                                                                      │
│ F24-Sign Off System                                                  │
└────────────────────────────────────────────────────────────────────┘
```
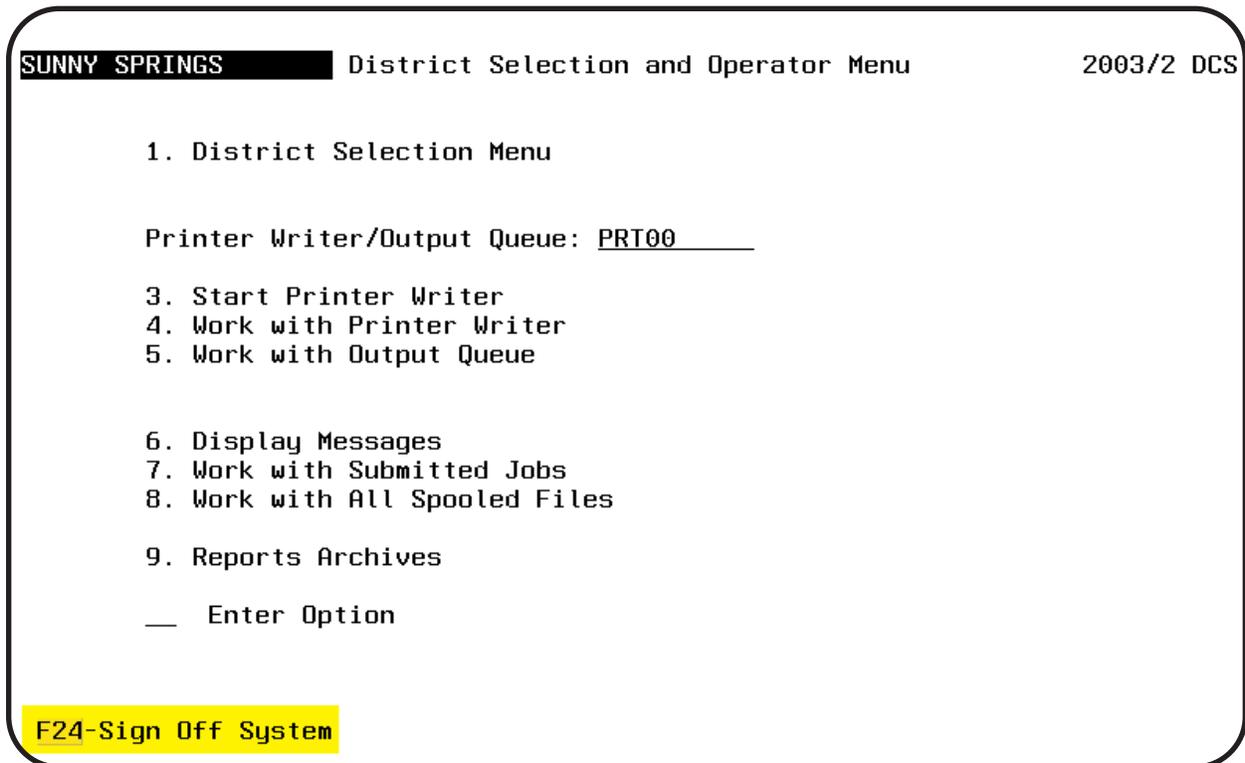
On this screen, use the function key F-24 to sign off the system.

At the bottom of each screen we indicate which function keys are valid for that screen. Function keys are located across the top of the keyboard. They are usually identified as **F1** through **F12** on a single row of keys, and as **F1** through **F12** and **F13** through **F24** of a double row keyboard. If you have a single row of function keys, hold down the shift key while pressing **F1** through **F12** for **F13** through **F24**.
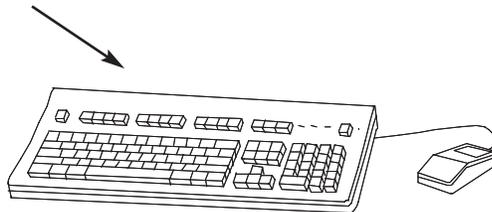
Yes, you can use your mouse to position your cursor on the screens!

A complete list of the function keys used in the Civil module can be found in Appendix G.

✔️Hop Line

```
┌─────────────────────────────────────────────────────────────┐
│ SUNNY SPRINGS                                  1/13/04  09:10:3│
│    Court         C I V I L   O N L I N E   S E L E C T I O N  │
│     2                                                         │
│                                                               │
│                                                               │
│       Case Entry        (CAS)    Bond/Trust Update    (BND)   │
│       Action            (ACT)    Bond Alpha Inq       (BDI)   │
│       Partial Name      (NAM)    Trust Alpha Inq      (TRI)   │
│                                  Bond/Trust Alpha Inq (AAI)   │
│       Party Status      (STS)                                 │
│       Transfer          (TRN)    Garnishment          (GAR)   │
│       Delete            (DEL)    Garnishment Summary   (GAQ)  │
│                                                               │
│                                                               │
│       Party Hist Inqry  (PHI)    Party Hist Update    (PHU)   │
│       Soundex           (SDX)    Financial ROA        (FIN)   │
│       ROA Online        (ROA)    Calendar             (CAL)   │
│       ROA Print         (RAP)    Central Name Inqry   (CNI)   │
│       Report Requests   (RPT)    Combined Calendar    (CCL)   │
│                                                               │
│ NXT ___  CASE _____  PTY ___  GAR# __  NAME _____  │
│ F24-Previous Menu   Page/Roll-Additional Options             │
└─────────────────────────────────────────────────────────────┘
```

Use the hop line to inquire by name or case number.

The "Next Transaction Line" (aka hop line) appears at the bottom of all inquiry and update screens and the Civil Selection Menu. It is used to specify the next screen you want to access by entering a 3-letter hop code. A complete list of hop codes can be found in Appendix D. Inquiry can be made by name or case number as shown below. More detail about the inquiry screens can be found in Chapter 4.

Inquiry by Name

Type NAM in the *Nxt* field and tab over to the *Name* field. Type the last name/first name (or initial) as shown in the example below. The name you enter will stay in the *Name* field until you change it, and it will not interfere with subsequent inquiries or updates that are accessed by case number. Press **ENTER** to hop to the Name Inquiry screen.

```
┌─────────────────────────────────────────────────────────────┐
│ NXT NAM CASE _____  PTY ___  GAR# __  NAME PARKER/ELLIOTT │
└─────────────────────────────────────────────────────────────┘
```

Inquiry by Case Number

Type the 3-letter code that represents the screen name you want to access in the *NXT* field, enter the case number in the *Case* field, and press **ENTER**. The case number does not need to be erased from the *Case* field when you are doing inquiries by name.

```
NXT CAS CASE 03-0901___  PTY ___  GAR# __  NAME _____
```

Where to Get Help

☑ On-Screen Help

```
SUNNY SPRINGS              CIVIL  ONLINE  CASE  ENTRY               CLSD
Court 2   Case 03-0331C    Case type LT  File Date _33103_ Judge 12345   Roa _

Party     P01    CLSD          File Date _33103_ Attorney    32343         Lbl _
Name      WINTERGREEN APARTMENTS//_____ Phone no    __ _____
Alt-Name  _____ Name-code   ___
Street    _____
City      _____ State __  Zip _____

Party     D01    CLSD          File Date _33103_ Attorney    _____         Lbl _
Name      ZIMMERMAN/KATHRYN/_____ Phone no    __ _____
Alt-Name  _____ Name-code   ___
Street    1432 TIMBERVIEW DRIVE_____
City      SUNNY SPRINGS___ State MI   Zip 48554_

Party     __    _____        File Date _____  Attorney    _____         Lbl _
Name      _____ Phone no    __ _____
Alt-Name  _____ Name-code   ___
Street    _____
City      _____ State __  Zip _____

NXT ____  CASE 03-0331C__ PTY ___  GAR# __  NAME _____
   F1-Clear    F4-Prompt    F6-Same P01    F24-Previous Menu  Page/Roll  Help
```

For on-screen help, press Alt+F1 on a PC, or the HELP key on a terminal keyboard. It is available whenever the word Help appears at the bottom of the screen.

☑ User Guide

This User Guide is designed to answer many of your questions. Other JIS User Guides available are: Traffic/Criminal/Probation, Cash, Administrative, and SOS/LEIN.

☑ Training

Training is offered by JIS Technical Services Representatives at both the Southfield and Lansing facilities. Requests for training are submitted using the Request for Training form found in Appendix J of this User Guide.

☑ Help Desk

Software questions or problems can be directed to our Help Desk by phone, fax, or email. Hardware questions, e.g. printer problems, SOS/LEIN slow or down, installing releases, performing system backups, and user profile questions, are handled by our Operations Department at the 800 # listed below.

Phone: Monday - Friday 9:00 A.M.-4:00 P.M.	800-572-1116
Fax Help Sheet (Appendix H)	248-352-8715
Email	DCSHelpdesk@courts.mi.gov

Turn to Chapter 2 to learn how to enter and update cases.

Case Entry & Update

In this chapter you will learn how to add, delete, and update files.
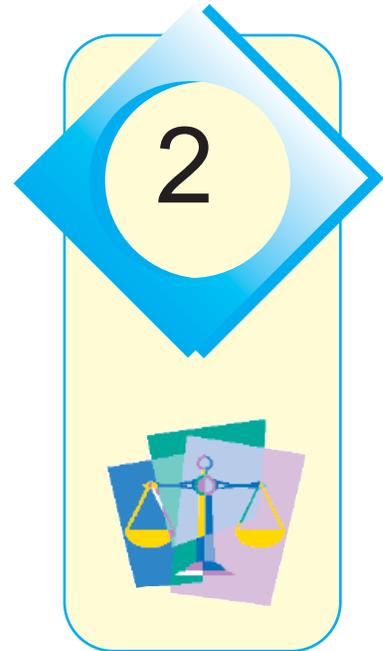
This chapter shows you how to:

- Add a case

- Update a case history

- Schedule events

- Enter dispositions (judgments, orders)

- Enter post-judgment activity

- Delete and transfer cases

- Enter and update garnishments

- Add party history information from a "card" index

Screens covered in this chapter include:

- Case Entry (CAS)

- Actions Update (ACT)

- Garnishment (GAR)

- Case Transfer (TRN)

- Case Delete (DEL)

- Party History (PHU)

Case Entry Screen (CAS)

The Case Entry screen is used to add and modify case or party information. Once entered, the information is also contained in the Register of Actions.

☑️ Adding a Case

You will need the following information to add a case:

- Assigned case number and case type (numbers are not automatically assigned by the system)
- Assigned judge (required for GC, GZ and LT case types)
- Filed Summons & Complaint or Affidavit & Claim

On the hop line:

1. Type **CAS** in the *Nxt* field
2. Type the assigned case number in the *Case* field
3. Press **ENTER**

```
NXT CAS CASE 03-0900___  PTY ___  GAR# __  NAME _____
   F1-Clear      F4-Prompt      F6-Same P01      F24-Previous Menu   Page/Roll   Help
```

Required fields are:

- *Case Type*
- *File Date - will default to current date if no date is filled in*
- *Judge*
- *Name* of primary plaintiff (P01) and primary defendant (D01)
- If *Alt-Name* is used, *Name-code* is required

To enter a case:

1. Type information in required fields
2. Add remaining information and parties
3. Order labels and/or Register of Actions in batch processing (optional)
4. Press **ENTER** to record the case

*The case is not recorded if any field is highlighted after pressing **ENTER**. Fill in or correct the highlighted field(s) and press **ENTER** again. The case is recorded successfully when the cursor moves to the hop line after **ENTER** is pressed and no fields are highlighted.*

Court Location   Case Status

```
 SUNNY SPRINGS              CIVIL  ONLINE  CASE  ENTRY              PEND
 Court 2  Case 03-0900      Case type GC  File Date 071503   Judge 12345   Roa X

 Party     P01 _____        File Date _____   Attorney    23123        Lbl F
 Name      PARKER/JAMES/EDWARD II_____  Phone no    248 3314000
 Alt-Name  PARKER FUEL COMPANY//_____  Name-code   DBA
 Street    1810 TELEGRAPH_____
 City      SOUTHFIELD_____   State MI   Zip 48034

 Party     D01 _____        File Date _____   Attorney    _____       Lbl _
 Name      WILLIAMS/DOREEN/_____  Phone no    248 3311299
 Alt-Name  _____  Name-code   ___
 Street    1443 PINE_____
 City      SOUTHFIELD_____   State MI   Zip 48034

 Party     D02 _____        File Date _____   Attorney    _____       Lbl _
 Name      SMITH/RODNEY/P_____  Phone no    248 3316657
 Alt-Name  _____  Name-code   ___
 Street    43256 VINE_____
 City      SOUTHFIELD_____   State MI   Zip 48034
              Assessments have already been applied to this case

 NXT ____ CASE 03-0900____ PTY ___ GAR# __ NAME SMITH/DOUG_____
    F1-Clear    F4-Prompt    F6-Same P01    F24-Previous Menu  Page/Roll  Help
```

Court location and current case status are found on most screens.

The file date at the top of the screen is for the case. When **ENTER** is pressed, it will fill in the file date for each of the initial parties.

```
 SUNNY SPRINGS              CIVIL  ONLINE  CASE  ENTRY              PEND
 Court 2  Case 03-0900      Case type GC  File Date 071503   Judge 12345   Roa X

 Party     P01 _____        File Date _____   Attorney    23123        Lbl F
 Name      PARKER/JAMES/EDWARD II_____  Phone no    248 3314000
 Alt-Name  PARKER FUEL COMPANY//_____  Name-code   DBA
 Street    1810 TELEGRAPH_____
 City      SOUTHFIELD_____   State MI   Zip 48034

 Party     D01 _____        File Date _____   Attorney    _____       Lbl _
 Name      WILLIAMS/DOREEN/_____  Phone no    248 3311299
 Alt-Name  _____  Name-code   ___
 Street    1443 PINE_____
 City      SOUTHFIELD_____   State MI   Zip 48034
```

In this example, the Plaintiff, James Edward Parker II, is doing business as Parker Fuel Company. Note the name format for an individual and a business. Two slashes are **always** required in a name. When an *Alt-Name* is entered, a *Name-code* is required.

Ninety-nine parties can be entered - three per screen. Press **ENTER** after the first three parties are completed to get an additional screen.

```
SUNNY SPRINGS              CIVIL  ONLINE  CASE  ENTRY                PEND
Court 2  Case 03-0900      Case type GC  File Date 071503  Judge 12345  Roa X

Party    P01     _____       File Date _                            Lbl F
Name     PARKER/JAMES/EDWARD II          Order batch processing   4000
Alt-Name PARKER FUEL COMPANY//            of ROAs and labels
Street   1810 TELEGRAPH                          here.
City     SOUTHFIELD        State MI   Zip

Party    D01     _____       File Date _____   Attorney    _____   Lbl _
Name     WILLIAMS/DOREEN/                         Phone no    248 3311299
Alt-Name                                          Name-code   ___
Street   1443 PINE
City     SOUTHFIELD        State MI   Zip 48034

Party    D02                  File Date          Attorney              Lbl
```

You have the option of batch printing ROAs and labels. The printing process is described in Chapter 6-Forms, Labels & Mailers. To order these forms for printing:

- Type an **A** or an **X** in the *LBL* field to order an address label.

- Type an **F** in the *LBL* field to order a file label. For multiple labels, type the number you want to print, **1** through **9**.

- Type an **X** to order batch printing of the Register of Actions (ROA) on 8x11 paper, or an **F** for printing on SCAO approved form DCY252. You can also print an immediate ROA - in that case, leave this field blank.

```
Party    D02     _____       File Date _____   Attorney    _____   Lbl _
Name     SMITH/RODNEY/P                           Phone no    248 3316657
Alt-Name                                          Name-code   ___
Street   43256 VINE
City     SOUTHFIELD        State MI   Zip 48034
              Assessments have already been applied to this case

NXT ____ CASE 03-0900 ___ PTY ___ GAR# __ NAME SMITH/DOUG
   F1-Clear    F4-Prompt    F6-Same P01    F24-Previous Menu  Page/Roll  Help
```

This message appears on the CAS screen when adding a new case if the filing fee has been rung through the Cash module before the case is entered.

☑️ Adding Parties After Case Initiation

1. Add the appropriate party code. See table below.

2. Add the file date for each of the parties.

3. Add additional information (bar #, addresses, label requests)

4. Press **ENTER**. Update remaining actions or events on the Actions
   Update screen.

```
SUNNY SPRINGS              CIVIL  ONLINE  CASE  ENTRY               PEND
Court 2  Case 03-0900    Case type GC  File Date _71503   Judge 12345   Roa _

Party     Q01    PEND        File Date _72103   Attorney    41234       Lbl _
Name      SMITH/RODNEY/P_____  Phone no    ___ _____
Alt-Name  _____  Name-code   ___
Street    _____
City      _____  State __  Zip _____

Party     E01    PEND        File Date _71503   Attorney    _____      Lbl _
Name      WILLIAMS/DOREEN/_____  Phone no    ___ _____
Alt-Name  _____  Name-code   ___
Street    1443 PINE_____
City      SOUTHFIELD_____  State MI  Zip 48034_

Party     ___    _____        File Date _____   Attorney    _____    Lbl _
Name      _____  Phone no    ___ _____
Alt-Name  _____  Name-code   ___
Street    _____
City      _____  State __  Zip _____


NXT ____  CASE 03-0900____  PTY ___  GAR# __  NAME SMITH/DOUG_____
   F1-Clear    F4-Prompt    F6-Same P01    F24-Previous Menu  Page/Roll  Help
```

**Each party must have a corresponding opposing party. In this example, D01 and
D02 become Cross Party Plaintiff (Q01) and Cross Party Defendant (E01)**

| Party Codes | | Alt Name / Name Codes | | | |
Plaintiffs	Defendants	Code	Description	Code	Description
P - Plaintiff	**D** - Defendant	**AGT**	Agent	**FKA**	Formerly known as
Q - Cross Party Plaintiff	**E** - Cross Party Defendant	**AKA**	Also known as	**GAL**	Guardian ad litem
R - Counter Party Plaintiff	**F** - Counter Party Defendant	**ASN**	Assignee	**MSC**	Miscellaneous
S - Third Party Plaintiff	**G** - Third Party Defendant	**DBA**	Doing business as	**NXT**	Next of Friend
When defendant is <u>H</u> or <u>I</u>, Plaintiff must be a <u>P</u>	**H** - Defendant by Intervention	**DIV**	Division of	**REP**	Personal Rep.
	I - Garnishee Defendant	**FDB**	Formerly DBA	**SBG**	Subrogee

✔️ Changing Case Information

Use the CAS screen to:

- change a file date
- change an address or phone number
- correct a party name
- assign a judge or magistrate to a case
- reassign a case to a new judge or magistrate
- change an incorrect case type

On a hop line:

1. Type **CAS** in the *Nxt* field
2. Type the case number to be changed in the *Case* field; press **ENTER** to display the case
3. Type over any information you wish to change, or add missing information
5. Press **ENTER** to record your change

Changes to the judge, file date, party address, and case type fields are automatically recorded in the Register of Actions and Actions Update screens. The date of the change and the initials of the clerk are reflected on the ROA. The text actions would look like this:

```
07/22/03
              JM/CHGD FROM:20230 SERVAAS,STEVEN R                    KJS
                   TO: 12345 CROCKETT,GEORGE                         KJS
```
Judge or Magistrate changed

```
07/22/03
              CASE FILE DATE CHANGED FROM: 071503 TO: 072103          KJS
```
File date changed

```
07/22/03
              D01 PREV.  1443 PINE                                    KJS
              ADDRESS :  SOUTHFIELD       MI 48034                    KJS
```
Address changed

```
07/22/03
   P01        ACTION TO CHANGE CASE TYPE FILED                        KJS
              CASE TYPE CHANGED FROM: GC TO: GZ                       KJS
```
Case type changed

☑️ Case Screen Shortcuts

Using F6-Same P01

Here's a great time saver for multiple filings by the same Plaintiff. **F6-Same P01** can be used to copy the following information from one case to the next:

- plaintiff name
- alt-name
- name code
- address
- phone number

- attorney bar number
- ROA and Lbl requests
- case type*
- file date*
- judge*

These fields are copied only with the first method described below.

Choose one of the two ways to use the **F6-Same P01** feature:

1. After completing the Case Entry screen for the first case:

   - Type **CAS** on the hop line and the next case number to be entered - do NOT press ENTER
   - Press **F6-Same P01** to copy the plaintiff/case information from the previous case

```
NXT CAS CASE 03-0900___  PTY ___ GAR# __ NAME _____
   F1-Clear     F4-Prompt    F6-Same P01    F24-Previous Menu  Page/Roll  Help
```
                                              F6-Same P01
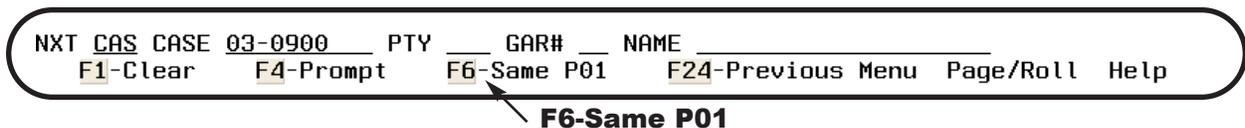
2. After completing the Case Entry screen for the first case:

   - Type **CAS** on the hop line with the next case number to be entered
   - Press **ENTER**
   - Press **F6-Same P01**

The second method does not duplicate the case type, file date, or judge.

This duplication feature can be used even if you leave the Case Entry screen after the first case is entered. When you are ready to use the feature, retrieve the Case screen that you wish to copy from and proceed with either of the above options.

Using F4-Prompt

On the CAS screen, **F4-Prompt** gives you access to the Attorney File without leaving the screen. **On the JIS system, prompting is available wherever a field name is highlighted**. You may want access to the Attorney File to:

- Add a new attorney
- Look up the bar # of an attorney
- Change an attorney address or phone number
- Identify a visiting judge (*Type J*)

```
SUNNY SPRINGS              CIVIL  ONLINE  CASE  ENTRY              PEND
Court 2  Case 03-0900      Case type GC  File Date 071503  Judge 12345    Roa X

Party    P01      _____        File Date _____    Attorney   23123        Lbl F
Name     PARKER/JAMES/EDWARD II_____    Phone no   248 3314000
Alt-Name PARKER FUEL COMPANY//_____    Name-code  DBA
Street   1810 TELEGRAPH_____
City     SOUTHFIELD_____   State MI   Zip 48034_

Party    D01      _____        File Date _____    Attorney   _____       Lbl _
Name     WILLIAMS/DOREEN/_____          Phone no   248 3311299
Alt-Name _____          Name-code  ___
Street   1443 PINE_____
City     SOUTHFIELD_____   State MI   Zip 48034_
```

On the CAS screen, F4-Prompt can be used in the Judge and Attorney fields.

```
SUNNY SPRINGS              CIVIL  ONLINE  CASE  ENTRY              PEND
Court 2  Case 03-0900      Case type GC  File Date 071503  Judge 12345    Roa X

Party                                             Attorney   23123        Lbl F
Name     If you prompt from a blank field, the    Phone no   248 3314000
Alt-Nam  attorney file appears in alpha order; if  Name-code  DBA
Street   there is a bar number in the field when
City     F4 is pressed, the attorney selection
         begins with that attorney and continues
Party    in numerical order.                       Attorney   _____       Lbl _
Name                                              Phone no   248 3311299
Alt-Nam  _____          Name-code  ___
Street   1443 PINE_____
City     SOUTHFIELD_____   State MI   Zip 48034_

Party    D02      _____        File Date _____    Attorney   _____       Lbl _
Name     SMITH/RODNEY/P_____            Phone no   248 3316657
Alt-Name _____          Name-code  ___
Street   43256 VINE_____
City     SOUTHFIELD_____   State MI   Zip 48034_
                 Assessments have already been applied to this case

NXT ____ CASE 03-0900____ PTY ___ GAR# __ NAME SMITH/DOUG_____
    F1-Clear     F4-Prompt     F6-Same P01     F24-Previous Menu  Page/Roll  Help
```

```
SUNNY SPRINGS            CIVIL  ONLINE  CASE  ENTRY                    PEND
Court 2  Case 03-0900    Case type GC  File Date  71503   Judge 12345   Roa _

Party    P01    PEND         File Date  71503   Attorney    23123       Lbl _
Name     PARKER/JAMES/EDWARD II                 Phone no    248 3314000
Alt-Nam                                         ode  DBA
Street        Professionals Selection by Bar#
City     Position to: _____
         1=Select  2=Change  4=Delete  5=Display
Party    Opt  Bar# Name                              ey _____        Lbl _
Name      █   23123 LIVESAY,JOHN L.,                 no   248 3311299
Alt-Nam   _   23124 HAUPT,WAYNE L.,                  ode  ___
Street    _   23125 REDFERN,LAWRENCE E.,JR
City      _   23126 DALRYMPLE,BRUCE L.,
          _   23127 PURCELL,PAUL M.,
Party     _   23128 ROUSSEAU,GREGG P.,              ey _____        Lbl _
Name      _   23129 PARZEN,STEVEN J.,               no   248 3316657
Alt-Nam                              More..         ode  ___
Street   F3=Exit   F6=Add  F7=Alt Seq   Roll/Page
City


NXT ___  CASE 03-0900    PTY ___  GAR# __ NAME _____
  F1-Clear    F4-Prompt    F6-Same P01    F24-Previous Menu  Page/Roll  Help
```

Use **F7=Alt Seq** to toggle back and forth between the two types of inquiries: Professionals Selection by Name, or by Bar #. **F6=Add** appears on the screen when the user is authorized through the Security File to add an attorney. See Administrative User Guide for security options.

Depending on the type of inquiry, enter the attorney name (last name first) or the bar # in the *Position to:* field and press **ENTER**. Once the attorney or judge has been located, the following options are available in the **Opt** field:

1= Select	Select the bar # or name for data entry
2= Change	Change the attorney address, telephone number, etc. (if authorized)
4=Delete	Delete the attorney (see warning below)
5=Display	Display the name, address, firm name, phone number, fax, e-mail address and mail code (used by Circuit Court)

See Chapter 9-Code Files for more information about the Attorney File.

> **Warning!** Do not delete a bar number from the Attorney File unless that number has never been used in the JIS system. The Attorney File is shared by Circuit, Probate and District Courts when all use the same AS/400. Any additions, changes, or deletions will affect all cases/courts.

☑️ Troubleshooting - Case Entry

Pressing **F24** instead of **ENTER** will result in the case not being recorded. **F24** takes you to a previous menu without updating anything.

If you think you entered the case correctly but have trouble finding it by case number, try doing a name inquiry before entering it again to see if the case was added with an incorrect number.

When entering a new case you'll notice that the party types **P01** and **D01** are pre-filled on the screen. It is possible to mistakingly clear those fields using **F1** before you enter the case screen information. You should **NEVER** have to type **P01** or **D01** on the screen. If you discover these fields are blank, start over by clearing the screen with **F1**, typing **CAS** in the *Nxt* field and pressing **ENTER**.

The message: ***Assessments have already been applied to this case*** should appear at the bottom of the screen when you add a new case. This happens only if the filing fee receipt is created through the cash module before the case is entered. If the message does not appear and you know a receipt was created, check the case number used on the receipt to be sure that it matches the case number assigned. Either the receipt will need to be voided and a rering performed for the correct number, or the case number you are attempting to enter is not correct and you should start over on the case entry.

The case number and party type are protected fields after the case is entered. Data entry errors in these fields require action on the Delete or Transfer screen.

Actions Update Screen (ACT)

The Actions Update screen is used to update an existing case. All events or actions are documented here using a series of civil codes or comments. Access the screen by typing **ACT** in the *Nxt* field and the assigned case number in the *Case* field; press **ENTER**.

You can move forward and backward through multiple pages of actions by pressing the page down or shift and roll keys, depending on your keyboard style. *At end -- No More Actions* is displayed above the hop line when your reach the last page or when there is only one page of information to display.

Actions are stored in chronological order. One blank line is always available in the code update section and one in the comments section for ease of entry. The information added on these lines are placed in date order after pressing **ENTER**.

Required fields in the code section are:
- *Pty* (party)
- *Date* - If the date field is left blank, it will default to today's date
- *Code*
- If a scheduling code is used, *Date, Time* and *A/P* are required

Required fields in the comments section:
- *Date* - If the date field is left blank, it will default to today's date
- A comment is required if the date field is filled in

```
SUNNY SPRINGS              CIVIL  ONLINE  ACTIONS  UPDATE              PEND
Court 2  Case 03-0900    - Type GC  File Date _71503_  Judge 12345
P01 PARKER/JAMES/EDWARD II            D01 WILLIAMS/DOREEN/

Option                      Amount              --  Nxt Court  --
  v    Pty Gar# Date    Code $$$$$$$.¢¢ Misc.   Bar # Date  Time A/P
  _    P01  __  71503   SCF  _____ _____  23123 _____ ____ _
  _    __   __  ____    ____
  _    __   __  ____    ____              This is the code section of
  _    __   __  ____    ____              the Actions Update screen.
  _    __   __  ____    ____
  _    __   __  ____    ____
  _    __   __  ____    ____

  _    71503    FILING FEE PAID      $52.00  RCPT # D101439
  _    71503    CHECK TENDERED 665
  _    ____     _____          This section is used for comments
  _    ____     _____          and receipt information.
  _    ____     _____
              091 Days From 072303 is 102203
BGN _____      At end -- No More Actions
NXT ___ CASE 03-0900   PTY ___ GAR# __ NAME SMITH/DOUG
F1-Clear  F4-Prompt  F9-Print ROA  F13-OutQ  F24-Previous Menu  Page/Roll  Help
```

Actions Update screen after case initiation. The information displayed above is created automatically when the case is entered.

☑ Understanding Civil Codes

The codes used in the Civil program are listed in Appendices B and C. A civil code always consists of at least 3 letters.

The first two letters of the code are **Description** codes. They describe what you are documenting:

> Summons & Complaint = SC
> Answer = AN
> Order = OR

The last letter of the code is an **Action** code. It describes what happened to the description code:

> Filed = F
> Served = S
> Entered = E

The following codes are created automatically when you enter a case, based on the case type used:

> GC, GZ, SP, LT =   SCF   Summons & Complaint Filed, or
> SC=   ALF   Affidavit & Claim Filed

A **Modifier** can be alphabetical, numerical, or a combination of both, and clarifies the description code. You can say that a motion is filed by using the code MOF. To clarify what type of motion was filed, a modifier may be added to the code. To record that a Motion to Dismiss was filed, it would be MOF44 (44=to dismiss). See Appendix C or prompt in the *Code* field on the Actions Update screen for a complete list of modifiers.

Trigger Codes are listed in Appendix B. Whenever adding **anything** to the Actions Update screen it is important to use a trigger code to describe what you are documenting. If there isn't a trigger code available, you can use Appendix C to create an appropriate code, or you can update the document or event as a comment.

Trigger codes are very important! Trigger codes:

- update the system by showing key documents filed, events scheduled, and orders entered

- count a case for caseload purposes

- trigger the system to produce default entries, intents to dismiss or dismissals

- extend the no progress time line by 91 days

☑ Issuing the Summons

Additional information is added at case initiation on the Actions Update screen in the code section using one line for each filing or event. If you leave the date field blank on the line you are updating, it will default to today's date when you press **ENTER**. Additional information may include:

- amount of the claim

- issue date and code (SCI) for each defendant

- a note to designate who has the papers for service (in the Misc. column)

- hearing date and time, if any (possibly SC, LT, SP cases)

```
SUNNY SPRINGS              CIVIL  ONLINE  ACTIONS  UPDATE              PEND
Court 2  Case 03-0911      - Type LT  File Date  71503   Judge 12345
P01 THREE RIVERS APARTMENTS//            D01 LAKE/RONALD/

Option                         Amount              --  Nxt Court  --
  v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date   Time A/P
  _   P01  __  71503   SCF72 _____ _____ _____  _____ ____ _
  _   D01  __  71503   SCI   _____ ATTY   _____  _____ ____ _
  _   ALL  __  71503   HRC72 _____ _____ _____  73103  1000 A
  _   ___  __  _____   _____ _____ _____ _____  _____ ____ _
  _   ___  __  _____   _____ _____ _____ _____  _____ ____ _
  _   ___  __  _____   _____ _____ _____ _____  _____ ____ _
  _   ___  __  _____   _____ _____ _____ _____  _____ ____ _

  _   71503     FILING FEE PAID        $32.00  RCPT # D101440
  _   71503     CASH TENDERED _____
  _   _____     _____
  _   _____     _____
  _   _____     _____
  _   _____     _____
              091 Days From 071503 is 101403
BGN  _____    At end -- No More Actions
NXT ___ CASE 03-0911   PTY ___ GAR# __ NAME _____
F1-Clear  F4-Prompt  F9-Print ROA  F13-OutQ  F24-Previous Menu  Page/Roll  Help
```

The party code for issuance of the summons is a defendant code, e.g. D01, D02. In the example above, a modifier of 72 was added to SCF and HRC to describe the type of Summons and Complaint filed and the type of hearing scheduled.

<div align="center">

SCF**72** = Summons & Complaint **Termination of Tenancy** Filed

</div>

✔️ Reissuing the Summons/Extending Time for Service

Extend the Summons by updating the Actions Update screen with a defendant-type party code (D01, D02) using one of the following methods:

```
SUNNY SPRINGS           CIVIL  ONLINE  ACTIONS  UPDATE              PEND
Court 2  Case 03-0705    - Type GC  File Date  42303  Judge 12345
P01 ADAMS/JUNE/                      D01 BANKS/RICHARD/

Option                        Amount            --   Nxt Court   --
  v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.  Bar #   Date   Time A/P
  _   P01  __   42303  SCF   _____ _____  45433  _____ ____ _
  _   D01  __   72303  SCQ   _____ _____  _____ _____ ____ _
```

Enter SCQ - Summons and Complaint Reissued - to extend the summons for 91 days.

```
SUNNY SPRINGS           CIVIL  ONLINE  ACTIONS  UPDATE              PEND
Court 2  Case 03-0705    - Type GC  File Date  42303  Judge 12345
P01 ADAMS/JUNE/                      D01 BANKS/RICHARD/

Option                        Amount            --   Nxt Court   --
  v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.  Bar #   Date   Time A/P
  _   P01  __   42303  SCF   _____ _____  45433  _____ ____ _
  _   D01  __   72303  ORE47 _____ _____  _____ 112003 ____ _
```

Enter ORE47 - Order to Extend Time for Service - and type the expiration date in the *Next Court Date* field to extend the summons until the date you specify, up to one year.

Remember that the purpose for extending the life of the summons is for service on the defendant. It is important to use the defendant party code when entering the extension.

✔️ Entering Proof of Service

The system determines when a default can be entered or when an answer is due based on the type of service entered on the case: 21 days for personal service, 28 days for all other types.

1. Identify the person served in the *Pty* field using one line for each party served.

2. Enter the date of service in the *Date* field.

3. Enter a code to describe **what** was served and **how** it was served. See Appendix C.

4. Add optional information, such as the amount of the service fee and/or name of the process server. The *Misc.* field can be used for any brief comment.

```
SUNNY SPRINGS          _     CIVIL  ONLINE  ACTIONS  UPDATE              PEND
Court 2  Case 03-0900     - Type GC  File Date  71503   Judge 12345
P01 PARKER/JAMES/EDWARD II              D01 WILLIAMS/DOREEN/

Option                        Amount               --  Nxt Court   --
 v   Pty Gar# Date     Code  $$$$$$$.¢¢  Misc.   Bar #  Date   Time A/P
 _   P01  __  71503   SCF       5400.00  _____  23123  _____  ____  _
 _   D01  __  71503   SCI                ATTY    _____  _____  ____  _
 _   D02  __  71503   SCI                ATTY    _____  _____  ____  _
 _   D01  __  72103   SCS93       18.50  M JONES _____  _____  ____  _
 _   D02  __  72103   SCS93       18.50  M JONES _____  _____  ____  _
 _   ___  __  _____   _____      _____  _____  _____  _____  ____  _
 _                                                 ___   _____  ____  _
       When there are multiple defendants, information
         for each defendant is updated on its own line.      # D101439
 _    71503    CHECK TENDERED 665
 _   _____     _____
 _   _____     _____
 _   _____     _____
 _   _____     _____
            091 Days From 022504 is 052604
BGN _____    At end -- No More Actions
NXT ___  CASE 03-0900    PTY ___  GAR# __  NAME _____
F1-Clear  F4-Prompt  F9-Print ROA  F13-OutQ  F24-Previous Menu  Page/Roll  Help
```

In this example, D01 and D02 were both personally served.
SCS93 - Summons and Complaint Personally Served - on 7/21/03
by M. Jones who charged $18.50 each for service.

☑️ Updating Proof of Service Returned - Unserved

When service has been extended and subsequently a proof of service is returned to the court unserved, if you want the system to generate a dismissal based on the original filing date you can enter **SCR96** or **ALR96** for the defendant party code(s) that apply.

```
 SUNNY SPRINGS            CIVIL  ONLINE  ACTIONS  UPDATE              PEND
 Court 2  Case 03-0560     - Type GC  File Date  30403   Judge 12345
 P01 SMITH/ADAM/                      D01 FRANKS/CAROL/

Option                          Amount              --   Nxt Court   --
  v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date    Time A/P
  _   P01  __   30403  SCF
  _   D01  __   30403  SCI   SCF - Summons & Complaint Filed
  _   D01  __   60203  SCQ   SCI - Summons & Complaint Issued
  _   D01  __   90103  SCR96 SCQ - Summons & Complaint Reissued
  _   ___  __   _____  _____ SCR96 - Summons & Complaint (Returned
  _   ___  __   _____  _____ Unserved) Received
  _   ___  __   _____  _____

  _   _____     _____
  _   _____     _____
  _   _____     _____
  _   _____     _____
  _   _____     _____
  _   _____     _____
  _   _____         091 Days From 020504 is 050604
BGN _____     At end -- No More Actions
NXT ___ CASE 03-0560    PTY ___ GAR# __ NAME _____
F1-Clear  F4-Prompt  F9-Print ROA  F13-OutQ  F24-Previous Menu  Page/Roll  Help
```

In the example above, a non-service dismissal would be calculated as follows:

		Summons Expires
3/04/03	Summons & Complaint Filed	6/03/03
6/02/03	Summons & Complaint Reissued	9/01/03
9/01/03	Summons & Complaint Returned Unserved	6/03/03

To get a pre-list of cases that qualify for a no service dismissal, see Chapter 7-Reports.

✔ Extending Time to Answer

Update the Actions Update screen when the defendant has been given an extension of time to file an Answer. The system will recalculate the Answer due date and the new no progress date. You can check the Status (**STS**) screen to see the recalculated dates.

- Extend the Answer due date for 28 days by entering the trigger code ORE39 for the defendant-type party.

```
SUNNY SPRINGS          CIVIL  ONLINE  ACTIONS  UPDATE                    PEND
Court 2  Case 03-0560     - Type GC  File Date  30403  Judge 12345
P01 SMITH/ADAM/                         D01 FRANKS/CAROL/

Option                        Amount                -- Nxt Court --
 v    Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date  Time A/P
 _    P01  __  30403   SCF      1035.00  _____ _____ _____ ____ _
 _    D01  __  30403   SCI      _____ _____ _____ _____ ____ _
 _    D01  __  41203   SCS93      12.00  _____ _____ _____ ____ _
 _    D01  __  50203   APF      _____ _____  33554 _____ ____ _
 _    D01  __  50203   ORE39    _____ _____ _____ _____ ____ _
 _
 _    With the ORE39 extension entered on 5/02/03, this defendant would not
      qualify for a default until after 5/30/03. This can be verified on the Status
      (STS) screen.
```

- Extend the Answer due date for more than 28 days by entering the trigger code **ORE39** for the defendant-type party **and** the expiration date in the *Next Court Date* field.

```
SUNNY SPRINGS          CIVIL  ONLINE  ACTIONS  UPDATE                    PEND
Court 2  Case 03-0560     - Type GC  File Date  30403  Judge 12345
P01 SMITH/ADAM/                         D01 FRANKS/CAROL/

Option                        Amount                -- Nxt Court --
 v    Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date  Time A/P
 _    P01  __  30403   SCF      1035.00  _____ _____ _____ ____ _
 _    D01  __  30403   SCI      _____ _____ _____ _____ ____ _
 _    D01  __  41203   SCS93      12.00  _____ _____ _____ ____ _
 _    D01  __  50203   APF      _____ _____  33554 _____ ____ _
 _    D01  __  50203   ORE39    _____ _____ _____  61003 ____ _
 _    _____
 _    With the ORE39 extension AND a date in the Next Court Date field, this
      defendant would not qualify for a default until after 6/10/03. This can be
      verified on the Status (STS) screen.
```

✅ Adding Other Pleadings

To update the system to show answers, cross-claims, counter-claims, or third-party complaints, use the Actions Update screen to identify the party who filed it, the date it was filed in the court, and the code used to describe the pleading. Codes can be found in the Appendices of this User Guide or put your cursor in a blank *Code* field and press **F4-Prompt**.

Appearances, motions, affidavits and other correspondence are entered in the same manner as the pleadings described above. Attorney appearances are entered in the *Bar #* field. See below.

```
SUNNY SPRINGS            CIVIL  ONLINE  ACTIONS  UPDATE              PEND
Court 2  Case 04-0211     - Type GC  File Date 12104  Judge 12345
P01 VALENTINE/OSCAR/                    D01 PALACE/RUTH/

Option                        Amount                     Bar #
  v   Pty Gar# Date   Code  $$$$$$$.¢¢   Misc.  Bar #
  _   P01  __  12104  SCF     12560.00            45233
  _   D01  __  12104  SCI              ATTY
  _   D01  __  12404  SCS93     18.50  PARKER
  _   D01  __  20404  APF                         44221
  _   D01  __  20404  ANF
  _
  _
```

Bar # 45233 is the attorney for the Plaintiff. This was entered on the CAS screen when the case was filed.

Appearance filed on behalf of D01 by attorney Douglas Barker, Bar # 44221.

✅ Small Claims Removed to General Civil

To remove a Small Claims case to General Civil, first enter the Order for Removal (ORE25) on the Actions Update screen. Then go to the Transfer screen to transfer the case. See page 2-44. It is **not** correct to simply change the case type!

```
SUNNY SPRINGS            CIVIL  ONLINE  ACTIONS  UPDATE              CLSD
Court 2  Case 04-0312     - Type SC  File Date 12904  Judge 12345
P01 SMITH/JANE/                         D01 JONES/ROGER/

Option                        Amount           --  Nxt Court   --
  v   Pty Gar# Date   Code  $$$$$$$.¢¢   Misc.  Bar #  Date   Time A/P
  _   P01  __  12904  ALF      550.00
  _   D01  __  12904  ALI
  _   ALL  __  12904  HRCSC                          20904  900  A
  _   D01  __  20304  DMF25
  _   ALL  __  20404  ORE25
  _
  _

  _   12904  FILING FEE PAID          $25.00  RCPT # D101632
  _   12904  CHECK TENDERED 812
```

The ORE25 changes the status to closed and counts the case disposed as a SC case. The closure also removes any future calendar dates.

✅ Scheduling Events

Scheduling an event for a civil party is done on the Actions Update screen. Once entered, the event is placed on the court calendar, the Register of Actions is updated, and the Notice to Appear form will retrieve the scheduled events when you are ready to print.

To schedule an event for the judge assigned to the case:

1. Identify who is to appear in the *Pty* field. If all parties are to appear, use the word **ALL**.
2. Leave the *Date* field blank to default to today's date, or type in the date that someone took action to set the date.
3. Select and enter a code from Appendix B or C, or use **F4-Prompt**. Scheduling codes must have the letter **C** (as in calendar) in the third position or it will not be put on the calendar, e.g. **PTC** for Pre-Trial Scheduled, **MOC** for Motion Scheduled, or **HRC** for Hearing Scheduled. Type this in the *Code* field.
4. Type in the *date* and *time* set for the event, including the **A** for AM or **P** for PM.

```
SUNNY SPRINGS              CIVIL  ONLINE  ACTIONS  UPDATE            PEND
Court 2  Case 04-0134   - Type LT  File Date  10504  Judge 12345
P01 MAPLEBROOK APARTMENTS//              D01 WILLS/KAREN/

Option                          Amount              --   Nxt Court   --
  v   Pty Gar# Date     Code  $$$$$$
  _   P01  __   10504   SCF70       Hearing Scheduled for Non Payment of Rent
  _   D01  __   10504   SCI
  _   ALL  __   10504   HRC70                              22004  900  A
  _    ___  __   _____   _____
```

You have the ability to schedule a case for a "next judge" who is not the judge assigned to the case. Using this feature does not reassign the case, it simply puts it on the calendar for the "next judge" and prints that judge on the Notice to Appear and/or Certified Mailer.

To schedule a case for a "next judge" follow the steps above but include the bar number of the "next judge" in the *Bar #* field.

```
Option                          Amount              --   Nxt Court   --
  v   Pty Gar# Date     Code  $$$$$$$.¢¢  Misc.   Bar #  Date   Time A/P
  _   ALL  __   92403   PTC   _____ _____  20230  22404  900  A
```

See Chapter 6-Forms, Labels & Mailers for more information about printing a Notice to Appear.

☑️ Adjourning / Rescheduling Events

Adjourning a future event removes it from the court calendar and updates the Register of Actions.

To adjourn a scheduled event you need to add a new entry on the Actions Update screen as follows:

1. Use the same description as the event, but change the action code of **C** (scheduled) to **J** (adjourned). In the example below, **MOC** to **MOJ**.

2. Repeat the calendar date and time in the *Nxt Court Date* field.

```
SUNNY SPRINGS              CIVIL  ONLINE  ACTIONS  UPDATE            PEND
Court 2  Case 03-0900    - Type GC  File Date  71503  Judge 12345
P01 PARKER/JAMES/EDWARD II              D01 WILLIAMS/DOREEN/

Option                       Amount              --   Nxt Court   --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #  Date   Time A/P
 _   D01  __   20204  MOF44  _____  _____  _____  _____  ____  _
 _   ALL  __   20204  MOC44  _____  _____  _____  22704  1000  A
 _   P01  __   20504  STF    _____  TO ADJ. _____  _____  ____  _
 _   ALL  __   20604  MOJ44  _____  _____  _____  22704  1000  A
 _   ___  __   _____  _____  _____  _____  _____  _____  ____  _
 _   ___  __   _____  _____  _____  _____  _____  _____  ____  _
 _   ___  __   _____  _____  _____  _____  _____  _____  ____  _

 _   _____  _____
 _   _____  _____
 _   _____  _____
 _   _____  _____
 _   _____  _____
 _   _____  _____
              091 Days From 020604 is 050704
BGN _____    At end -- No More Actions
NXT ___ CASE 03-0900   PTY ___ GAR# __ NAME _____
F1-Clear  F4-Prompt  F9-Print ROA  F13-OutQ  F24-Previous Menu  Page/Roll  Help
```

When a modifier is used to further explain the type of event scheduled, the modifier must also be entered for the adjournment. Repeat the calendar date and time.

Example: Code used to **schedule** Motion to Dismiss: MO**C**44
            Code used to **adjourn** Motion to Dismiss: MO**J**44

When a "next judge" has been entered on the scheduling line, you must include that judge's bar # on the adjourned line to remove it from the calendar.

✔️ Entering Dispositions

The following codes are used to enter dispositions on the Actions Update screen. The party must be a defendant-type party, e.g. D, E, F, G, H or I. See Appendix E. Do not enter the party code of ALL.

Jury Verdicts:
JGE65	Judgment by Jury Entered
DSE65	Dismissal by Jury Entered

Bench Verdicts:
JGE66	Judgment by Judge/Magistrate Entered
DSE66	Dismissal by Judge/Magistrate Entered

Uncontested Cases, Defaults, Settlements:
JGE	Judgment Entered - use any modifier to further explain the type of Judgment entered except 65, 66 and XF
SEE	Settlement Agreement Entered
SDG	Summary Disposition Granted

Transferred Cases:
ORE25	Order for Removal to General Civil Entered
ORE07	Order for Change of Venue Entered
ORE34	Order (Transmit to Circuit Court) Entered

Dismissals by Party:
DSE	Dismissal Entered - use any modifier except 14, 20, 65, 66, 74
ARL	Arbitration Ordered

Dismissal by Court:
DSE14	Dismissal for Lack of Progress Entered
DSE20	Dismissal for Lack of Service Entered
DSE74	Dismissal for No Cause of Action Entered

Stay of Proceedings:
ORR56	Order for Bankruptcy Stay Received
OREZ3	Order for Stay of Proceedings Entered

Other Dispositions:
DIE	Administratively Closed
JGZ	Judgment Satisfied
JGEXF	Judgment (Foreign) Entered

```
SUNNY SPRINGS            CIVIL  ONLINE  ACTIONS  UPDATE              PEND
Court 2  Case 03-0912     - Type GC  File Date 100103  Judge 12345
P01 JOHNSON/PEARL/                         D01 ANDERSON/RALPH/P

Option                         Amount              --  Nxt Court  --
  v    Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date   Time A/P
  _    D02  __  110303  ANF   _____ _____        35655  _____ ____ _
  _    ALL  __  111903  PTC   _____ _____  _____ 120103  900  A
  _    ALL  __  120103  PTH   _____ _____  _____ _____ ____ _
  _    ALL  __  120103  TRC   _____ _____  _____  12204  200  P
  _    D01  __   12204  JGE66    8534.00 _____  _____ _____ ____ _
  _    ___  __  _____  ____   _____ _____  _____ _____ ____ _
  _    ___  __  _____  ____   _____ _____  _____ _____ ____ _
  _    ___  __  _____  ____   _____ _____  _____ _____ ____ _
```

In this example, a judgment was entered against one defendant after a trial. The amount of the judgment is reflected in the *Amount* field. The case status is PEND until a disposition is entered for all defendants.

```
SUNNY SPRINGS            CIVIL  ONLINE  ACTIONS  UPDATE              CLSD
Court 2  Case 03-0912     - Type GC  File Date 100103  Judge 12345
P01 JOHNSON/PEARL/                         D01 ANDERSON/RALPH/P

Option                         Amount              --  Nxt Court  --
  v    Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date   Time A/P
  _    D02  __  110303  ANF   _____ _____        35655  _____ ____ _
  _    ALL  __  111903  PTC   _____ _____  _____ 120103  900  A
  _    ALL  __  120103  PTH   _____ _____  _____ _____ ____ _
  _    ALL  __  120103  TRC   _____ _____  _____  12204  200  P
  _    D01  __   12204  JGE66    8534.00 _____  _____ _____ ____ _
  _    D02  __   12204  JGE66    8534.00 _____  _____ _____ ____ _
  _    ___  __  _____  ____   _____ _____  _____ _____ ____ _
  _    ___  __  _____  ____   _____ _____  _____ _____ ____ _
```

In this example, a judgment was entered against both defendants after a trial. Notice that the case status is now CLSD. All defendants have a disposition.

Status	
PEND	At least one <u>defendant</u> remains undisposed.
CLSD	All <u>defendants</u> have a disposition.
WRNT	At least one <u>party</u> has an open bench warrant.
GARN	At least one <u>party</u> has an open garnishment.
DISP	Case was closed but now has a future court date.

☑️ Foreign Judgments

Enter a foreign judgment using a general civil (GC) case type. The date of disposition may be used as the filing date. These cases are counted on the caseload report.

On the Actions Update screen, identify that the judgment was entered by using **JGEXF**.

Twenty-one days must elapse from the date notice of the filing is mailed (service date) before enforcement action may be taken, e.g. garnishment, execution, etc.

For more information about foreign judgments see MCL 691.1174.

```
SUNNY SPRINGS            CIVIL  ONLINE  ACTIONS  UPDATE              CLSD
Court 2  Case 03-0914    - Type GC  File Date 100103  Judge 12345
P01 FARMER/DENNIS/                        D01 WILLIS/DAVID/

Option                     Amount              --   Nxt Court   --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #  Date   Time A/P
 _   P01  __  100103  SCF___          _____   35234  _____ ____ _
 _   D01  __  100103  JGEXF    4950.00 _____  _____ _____ ____ _
 _   ALL  __  100103  NOM___          _____  _____ _____ ____ _
 _   ___  __  _____  _____          Notice mailed.  _____ _____ ____ _
 _   ___  __  _____  _____          _____  _____ _____ ____ _
 _   ___  __  _____  _____          _____  _____ _____ ____ _
 _   ___  __  _____  _____          _____  _____ _____ ____ _

 _  _____  _____
 _  _____  _____
 _  _____  _____
 _  _____  _____
 _  _____  _____

              091 Days From 021004 is 051104
BGN _____    At end -- No More Actions
NXT ___ CASE 03-0914    PTY ___ GAR# __ NAME _____
F1-Clear  F4-Prompt  F9-Print ROA  F13-OutQ  F24-Previous Menu  Page/Roll  Help
```

Entry of a Foreign Judgment

☑️ Setting Aside Judgments, Agreements & Dismissals

There are three options to set aside judgments. Choose the most appropriate code for your situation. Setting aside a judgment will change the status of the party/case from CLSD to PEND.

```
SUNNY SPRINGS              CIVIL  ONLINE  ACTIONS  UPDATE              PEND
Court 2  Case 03-0915    - Type GC  File Date 120103  Judge 12345
P01 KEMP/WILLIAM/                        D01 LAWSON/PAUL/

Option                         Amount              --  Nxt Court  --
 v    Pty Gar# Date     Code  $$$$$$$.¢¢  Misc.   Bar #  Date  Time A/P
 _    P01  __  120103   SCF     5210.00  _____  _____  _____ ____ _
 _    D01  __  120103   SCI            _ JONES   _____  _____ ____ _
 _    D01  __  121103   SCS93     18.00  P HALLS _____  _____ ____ _
 _    D01  __   11304   JGE67   5228.00  _____  _____  _____ ____ _
 _    D01  __   12704   MOF51         _ _____  _____  _____ ____ _
 _    D01  __   13004   ORE51         _ _____  _____  _____ ____ _
 _    ___  __  _____   ____          _ _____  _____  _____ ____ _
```

ORE51 - Order to Set Aside Default Judgment.

```
SUNNY SPRINGS              CIVIL  ONLINE  ACTIONS  UPDATE              PEND
Court 2  Case 03-0917    - Type GC  File Date 120103  Judge 20230
P01 FRANKS/GALE/                        D01 DAVISON/DAVID/

Option                         Amount              --  Nxt Court  --
 v    Pty Gar# Date     Code  $$$$$$$.¢¢  Misc.   Bar #  Date  Time A/P
 _    ALL  __  123003   TRC           _ _____  _____  20904  900  A
 _    ALL  __   20904   TRH           _ _____  _____  _____ ____ _
 _    D01  __   20904   JGE66   2312.50  _____  _____  _____ ____ _
 _    ALL  __   20904   JGM           _ _____  _____  _____ ____ _
 _    D01  __   21004   MOF69         _ _____  _____  _____ ____ _
 _    D01  __   21004   ORE69         _ _____  _____  _____ ____ _
 _    ___  __  _____   ____          _ _____  _____  _____ ____ _
```

ORE69 - Order to Set Aside Judgment.

If neither of the above examples apply, use code **ACF76** - Action to Reopen Case Filed.

A settlement agreement has to be set aside in order to enforce a judgment. There isn't a specific code for that purpose, so **ACF76** would be appropriate. After the party is reopened, enter the judgment using the date the judge signed the judgment (see MCR 2.602). Collection procedures can take place 21 days after the judgment date.

```
    _    D01   __    10504   SCS         8.50 ─   Settlement Agreement Entered
    _    D01   __    20604   SEE       953.50
    _    P01   __    21204   AFF
    _    D01   __    21204   ACF76            ─   Action Filed to Reopen Case &
    _    D01   __    21204   JGE68     953.50 ─   Judgment by Consent Entered

    _        20604   AGREEMENT THAT DEFENDANT PAYS PLAINTIFF $200
    _        20604   ON 2/7/04. BALANCE BY 3/31/04. IF DEFENDANT
    _        20604   FAILS TO COMPLY - CJ TO ENTER. PLAINTIFF TO
    _        20604   FILE AFFIDAVIT IF NONCOMPLIANCE.
    _        21204   *DEFENDANT FAILED TO PAY $200 - ENTER CJ

    _                   091 Days From 021204 is 051304
  BGN _____    At end -- No More Actions
```

Settlement Agreement set aside and Consent Judgment entered.

```
SUNNY SPRINGS              CIVIL   ONLINE   ACTIONS   UPDATE              CLSD
Court 2  Case 03-0999    - Type GC  File Date  31003   Judge 12345
P01 THOMAS/JULIE/                        D01 SANDERS/KAREN/

Option                         Amount                    --   Nxt Court   --
  v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date    Time A/P
  _   ALL  __   41003  TRC                               41503   900   A
  _   ALL  __   41003  NOI77
  _   ALL  __   41003  NOM           Set aside the dismissals entered in this case by
  _   D01  __   41503  DSE           entering an ORE52 for both D01 and D02. This
  _   D02  __   41503  DSE           will change the case status to PEND and count
  _   ALL  __   41503  DSM           the case as reopened for caseload.

  _     41503   PLAINTIFF FAILED TO APPEAR FOR TRIAL
  _
  _
```

ORE52 - Order to Set Aside Dismissal.

☑️ **Orders for New Trial or Appeal**

```
SUNNY SPRINGS            CIVIL  ONLINE  ACTIONS  UPDATE                    PEND
Court 2  Case 03-0790    - Type GC  File Date _30303_  Judge 12345
P01 FRANKLIN/JOSEPH/P_____    D01 PARK/DOUGLAS/_____

Option                           Amount                -- Nxt Court --
  v    Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date  Time A/P
  _    ALL  __   72103  TRC   _____ _____ _____  91903 1000  A
  _    ALL  __   91903  TRH   _____ _____ _____ _____ ____  _
  _    D01  __   91903  JGE66    9855.50 _____ _____ _____ ____  _
  _    D01  __  100103  APF   _____ _____  35233 _____ ____  _
  _    ALL  __  100103  MOC19 _____ _____ _____ 101503  900  A
  _    D01  __  101503  ORE19 _____ _____ _____ _____ ____  _
  _    ___  __  _____  _____ _____ _____ _____ _____ ____  _
```

ORE19 - Order Entered for New Trial - use for GC, GZ, LT and SP case types. In the example above, the judgment entered 9/19/03 closed this case; the Order for New Trial on 10/15/03 changed the status to PEND and counted it as reopened for caseload purposes.

```
SUNNY SPRINGS            CIVIL  ONLINE  ACTIONS  UPDATE                    PEND
Court 2  Case 03-0795    - Type SC  File Date _30503_  Judge _1111_
P01 THOMPSON/CAROL/_____    D01 NOVELL/SHARON/_____

Option                           Amount                -- Nxt Court --
  v    Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date  Time A/P
  _    P01  __   30503  ALF      350.00  _____ _____ _____ ____  _
  _    D01  __   30503  ALI        8.50  MAIL    _____ _____ ____  _
  _    ALL  __   30503  HRC38 _____ _____ _____  41503  900  A
  _    D01  __   41803  JGE66    413.50  _____ _____ _____ ____  _
  _    D01  __   21104  ORE40 _____ _____ _____ _____ ____  _
  _    ___  __  _____  _____ _____ _____ _____ _____ ____  _
  _    ___  __  _____  _____ _____ _____ _____ _____ ____  _
  _    ___  __  _____  _____ _____ _____ _____ _____ ____  _
```

ORE40 - Order Entered to Appeal Decision. This can be used for any case type, but only reopens an Small Claims case type. Entering an ORE40 on any case type puts the party on the Appeal List. See Chapter 7-Reports.

If an appeal is withdrawn on a Small Claims case, delete the ORE40 from the code section of the screen and enter it as a comment. The status will revert to CLSD and the original judgment and date will stand.

Actions Update Screen Shortcuts

The following features are designed to save you time!

✅ Copy Feature

When you need to update the same information for more than one party, you can enter it once and then copy it for the party(s) you designate.

> 1. Type a **C** in the *Option* field to copy the information from the line above.
>
> 2. In the *Pty* field indicate the party for whom you wish to copy the information.

```
┌──────────────────────────────────────────────────────────────────────────┐
│ SUNNY SPRINGS          CIVIL  ONLINE  ACTIONS  UPDATE            PEND       │
│ Court 2  Case 03-0889     - Type GC  File Date  31003  Judge 12345         │
│ P01 THOMAS/JULIE/                     D01 ADAMS/ROBERT/                     │
│                                                                            │
│ Option                        Amount            --   Nxt Court   --        │
│   v    Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #  Date   Time A/P    │
│   _    P01  __  31003   SCF      4032.00          32323  _____ ____  _     │
│   _    D01  __  31003   SCI  _____  JONES    _____  _____ ____  _     │
│   C    D02  __  _____  ____  _____          _____  _____ ____  _     │
│   _    ___  __  _____  ____  _____  _____  _____  _____ ____  _     │
└──────────────────────────────────────────────────────────────────────────┘
```

In this example, after pressing **ENTER** the *Option* field will be blank and the date, code, amount and miscellaneous comment will be copied for D02.

Remember that it will copy everything from the line above. If you do not want <u>all</u> of the information, you may not want to use the copy feature.

```
┌──────────────────────────────────────────────────────────────────────────┐
│ SUNNY SPRINGS          CIVIL  ONLINE  ACTIONS  UPDATE            PEND       │
│ Court 2  Case 03-0889     - Type GC  File Date  31003  Judge 12345         │
│ P01 THOMAS/JULIE/                     D01 ADAMS/ROBERT/                     │
│                                                                            │
│ Option                        Amount            --   Nxt Court   --        │
│   v    Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #  Date   Time A/P    │
│   _    P01  __  31003   SCF      4032.00          32323  _____ ____  _     │
│   _    D01  __  31003   SCI  _____  JONES    _____  _____ ____  _     │
│   _    D02  __  31003   SCI  _____  JONES    _____  _____ ____  _     │
│   _    ___  __  _____  ____  _____          _____  _____ ____  _     │
└──────────────────────────────────────────────────────────────────────────┘
```

More *Option* examples can be found on the following page.

It is easy to delete and copy at the same time, as in the example below. Here the service information was entered twice for D01, but should have been entered for D01 and D02. Type a **D** in the *Option* field to delete the second entry for D01 and a **C** on the following line to copy the same information for D02.

```
SUNNY SPRINGS              CIVIL  ONLINE  ACTIONS  UPDATE              PEND
Court 2  Case 03-0889     - Type GC  File Date  31003  Judge 12345
P01 THOMAS/JULIE/                         D01 ADAMS/ROBERT/

Option                            Amount                -- Nxt Court --
  v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #  Date   Time A/P
  _   P01  __  31003   SCF      4032.00          32323  _____  ____  _
  _   D01  __  31003   SCI             JONES            _____  ____  _
  _   D02  __  31003   SCI             JONES            _____  ____  _
  _   D01  __  41403   SCS93    12.00 R HUNT            _____  ____  _
  D   D01  __  41403   SCS93    12.00 R HUNT            _____  ____  _
  C   D02  __                                           _____  ____  _
  _   ___  __  _____   _____  _____ _____   _____  _____  ____  _
```

After pressing **ENTER** . . .

```
SUNNY SPRINGS              CIVIL  ONLINE  ACTIONS  UPDATE              PEND
Court 2  Case 03-0889     - Type GC  File Date  31003  Judge 12345
P01 THOMAS/JULIE/                         D01 ADAMS/ROBERT/

Option                            Amount                -- Nxt Court --
  v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #  Date   Time A/P
  _   P01  __  31003   SCF      4032.00          32323  _____  ____  _
  _   D01  __  31003   SCI             JONES            _____  ____  _
  _   D02  __  31003   SCI             JONES            _____  ____  _
  _   D01  __  41403   SCS93    12.00 R HUNT            _____  ____  _
  _   D02  __  41403   SCS93    12.00 R HUNT            _____  ____  _
  _   ___  __  _____   _____  _____ _____   _____  _____  ____  _
  _   ___  __  _____   _____  _____ _____   _____  _____  ____  _
```

See Appendix A for other *Option* codes.

✅ Date Calculator

When the Actions Update screen is accessed with a valid case number on the hop line, 91 days from the current date is initially calculated and displayed on the screen.

This feature is most helpful when a deadline or date is needed and it is expressed in in terms of "x" number of days, rather than an actual date. For example, the judge, on December 12, 2003, orders that discovery is to be completed in 125 days and wants the file for review when that period has expired.

The number of *Days* can be changed at any time to calculate and display a new date. The *From* date can also be changed - independently or in combination with a change in the *Days* field.

When the number of *Days* or *From* date is changed, a new future date is displayed after pressing **ENTER**.

```
   Option                     Amount              --   Nxt Court    --
     v   Pty Gar# Date    Code $$$$$$$.¢¢  Misc.   Bar #   Date   Time A/P
     _   P01  __  71503   SCF     5400.00          23123   _____ ____ _
     _   D01  __  71503   SCI  _____  ATTY    _____  _____ ____ _
     _   D02  __  71503   SCI  _____  ATTY    _____  _____ ____ _
     _   D01  __  72103   SCS93     18.50  M JONES _____  _____ ____ _
     _   D02  __  72103   SCS93     18.50  M JONES _____  _____ ____ _
     _   D01  __  81203   ANF  _____          _____  _____ ____ _
     _   ___  __  _____   _____ _____  _____  _____ _____ ____ _

     _   71503    FILING FEE PAID        $52.00  RCPT # D101439
     _   71503    CHECK TENDERED 665    _____
     _   _____   _____
                  _____
Date calculator   _____
     _   _____   _____
                  091 Days From 021004 is 051104
   BGN _____    At end -- No More Actions
   NXT ___ CASE 03-0900___ PTY ___ GAR# __ NAME P_____
   F1-Clear  F4-Prompt  F9-Print ROA  F13-OutQ  F24-Previous Menu  Page/Roll  Help
```

Change 091 to 125 and change the current date to the date of the judge's order. Press ENTER.

The date the judge wants to see the file is 4/15/04. The case can be scheduled for review (RVC) for that date.

```
                              $52.00  RCPT # D101439
                              _____
     _   ___  ___  _____
     _   ___  ___  _____
     _   ___  ___  _____
                  125 Days From 121203 is 041504
BGN _____
NXT ___ CASE 03-0900___ PTY ___ GAR# __ NAME P_____
F1-Clear  F4-Prompt  F9-Print ROA  F13-OutQ  F24-Previous Menu  Page/Roll  Help
```

Using the calculator does not update the case in any way, so use it whenever you need to calculate a date!

☑ BGN Field

Another shortcut is the use of the *BGN* (begin) field. As updates occur on the Actions Update screen, more and more screens of information are stored. To see the last information entered, or to go to a specific date of an order or event, you can easily move forward by entering the date you want to access in the *BGN* field.

```
SUNNY SPRINGS          CIVIL  ONLINE  ACTIONS  UPDATE              GARN
Court 2  Case 98-1111    - Type GC  File Date  30298  Judge 12345
P01 SCHMIDT/DANIEL/                      D01 ACORN/WILLIAM/CHARLES

Option                        Amount              --   Nxt Court   --
  v    Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #  Date   Time A/P
  _    P01  __  30298   SCF       52.00 D123965   25698  _____ ____ _
  _    D01  __  30298   SCI     5600.00 PL ATTY   _____  _____ ____ _
  _    D01  __  30498   SCS93     30.00 _____   _____  _____ ____ _
  _    ALL  __  30498   PTC    _____  _____   _____  31098  900  A
  _    D01  __  40198   JGE68   5700.00 _____   _____  _____ ____ _
  _    D01  1   81198   WRIX2     15.00 _____   _____  _____ ____ _
  _    ___  __  _____   _____  _____  _____   _____  _____ ____ _

  _    _____       _____
  _    _____       _____
  _    _____       _____
  _    _____       _____
  _    _____       _____
  _    _____       _____
  _    _____       _____
                091 Days From 021104 is 051204
BGN 020204
NXT _  CASE 98-1111    PTY ___ GAR# __ NAME _____
F1-Clear  F4-Prompt  F9-Print ROA  F13-OutQ  F24-Previous Menu  Page/Roll  Help
```

Type in a beginning date and press ENTER.

```
SUNNY SPRINGS          CIVIL  ONLINE  ACTIONS  UPDATE              GARN
Court 2  Case 98-1111    - Type GC  File Date  30298  Judge 12345
P01 SCHMIDT/DANIEL/                      D01 ACORN/WILLIAM/CHARLES

Option                        Amount              --   Nxt Court   --
  v    Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #  Date   Time A/P
  _    D01  __  20204   PEF12 _____  _____  _____  _____ ____ _
  _    ALL  __  20204   PEC12 _____  _____  _____  20604  900  A
  _    ___  __  _____   _____ _____  _____  _____  _____ ____ _
  _    ___  __  _____   _____ _____  _____  _____  _____ ____ _
  _    ___  __  _____   _____ _____  _____  _____  _____ ____ _
  _    ___  __  _____   _____ _____  _____  _____  _____ ____ _
  _    ___  __  _____   _____ _____  _____  _____  _____ ____ _
  _    ___  __  _____   _____ _____  _____  _____  _____ ____ _
```

Screen now displays events starting with 2/02/04.

✅F4-Prompt

On the ACT screen, **F4-Prompt** is available on the *Pty*, *Code* and *Bar #* fields.

```
SUNNY SPRINGS            CIVIL  ONLINE  ACTIONS  UPDATE              PEND
Court 2  Case 04-0010     - Type GC  File Date  10504  Judge 12345
P01 GILBERT/JOHN/A                        D01 NEFF/VIVIAN/

Option                     Amount                  --   Nxt Court   --
 v   Pty Gar# Date    Code ┌──────────────────────────────────────────┐
 _   P01  __  10504   SCF  │           Party Selection                │
 _   D01  __  10504   SCI  │ Position to: ___                         │
 _   D01  __  10704   SCS93│ 1=Select    5=Display                    │
 _   D01  __  11204   ANF  │ Opt Party   Name                         │
 _   D01  __  11204   MOF  │  _    P01   GILBERT/JOHN/A                │
 _   ALL  __  11204   MOC  │  5    D01   NEFF/VIVIAN/                  │
 _    __  ___   _____ _____│  _    R01   NEFF/VIVIAN/                  │
                           │  _    F01   GILBERT/JOHN/A                │
 _    __  ___   _____      │                                          │
 _    __  ___   _____      │                                          │
 _    __  ___   _____      │                                          │
 _    __  ___   _____      │                                Bottom    │
 _    __  ___   _____      │    F24-Exit                   Roll/Page  │
 _    __  ___   _____      └──────────────────────────────────────────┘
              091 Days F
BGN _____
NXT ___ CASE 04-0010___ PTY ___ GAR# __ NAME _____
F1-Clear  F4-Prompt  F9-Print ROA  F13-OutQ  F24-Previous Menu  Page/Roll  Help
```

With your cursor in a <u>blank</u> field in the *Pty* column, press F4 to get a list of all parties entered on the case. Type a 1 to select that party, or a 5 to display party detail; press ENTER.

```
SUNNY SPRINGS            CIVIL  ONLINE  ACTIONS  UPDATE              PEND
Court 2  Case 04-0010     - Type GC  File Date  10504  Judge 12345
P01 GILBERT/JOHN/A                        D01 NEFF/VIVIAN/

Option                     Amount                  --   Nxt Court   --
 v   Pty Gar# Date    Code ┌────────────────────────────────────────┐
 _   P01  __  10504   SCF  │         Party Selection                │
 _   D01  __  10504   SCI  │ Position to: ___                       │
 _   D0  ┌────────────────────────────────────────────────────────┐
 _   D0  │             Civil Party Detail                          │
 _   D0  │   Court 9  Case 04-0010   GC  File Date  1/05/04 Judge 12345 │
 _   AL  │                                                         │
 _   __  │   D01  NEFF/VIVIAN/                    Filed  : 010504  │
 _   __  │   Att: MICHAUD,THOMAS C.,              Sum/Exp:  40504  │
 _   __  │   Last Act: RVC    12304      Srv:  10704  Ans/Due: 20404 │
 _   __  │   Next Act: RVC    32504  900 A  Ans:  11204  NoPrg :  62404 │
 _   __  │   Disposed:                                             │
 _   __  │     Status: PEND                                        │
 _   __  │   Alt:                                                  │
 _   __  │     F24-Exit                                            │
BGN ____ └────────────────────────────────────────────────────────┘
NXT ___ CASE 04-0010___ PTY ___ GAR# __ NAME _____
F1-Clear  F4-Prompt  F9-Print ROA  F13-OutQ  F24-Previous Menu  Page/Roll  Help
```

Party Detail gives you a snapshot of important trigger codes and dates specifically for the party chosen.

```
SUNNY SPRINGS              CIVIL  ONLINE  ACTIONS  UPDATE                    PEND
Court 2  Case 04-0010    - Type GC  File Date  10504  Judge 12345
P01 GILBERT/JOHN/A                        D01 NEFF/VIVIAN/

Option                        Amount              --  Nxt Court  --
  v   Pty Gar# Date    Code   $$$$$$$.¢¢  Misc.   Bar #   Date   Time A/P
  _   P01  __  10504   SCF        9523.45 _____  45221  _____  ____  _
  _   D01  __  10504   SCI        _____ ATTY    _____  _____  ____  _
  _   D01  __  10704   SCS93        18.50 A.SMITH _____  _____  ____  _
  _   D01  __  11204   ANF        _____ _____  46787  _____  ____  _
  _   D01  __  11204   MOF        _____ _____  _____  _____  ____  _
  _   ALL  __  11204   MOC        _____ _____  _____  13004  1000  A
  C   ALL  __  _____   █         _____ _____  _____  _____  ____  _

  _   _____   _____ _____ _____ _____  _____
  _   _____   _____ _____ _____ _____  _____
  _   _____   _____ _____ _____ _____  _____
  _   _____   _____ _____ _____ _____  _____
  _   _____   _____ _____ _____ _____  _____
  _   _____         091 Days From 012304 is 042304
BGN _____
NXT ___  CASE 04-0010   PTY ___  GAR# __  NAME _____
F1-Clear  F4-Prompt  F9-Print ROA  F13-OutQ  F24-Previous Menu  Page/Roll  Help
```

With your cursor in a blank *Code* field, press F4-Prompt.

```
SUNNY SPRINGS              CIVIL  ONLINE  ACTIONS  UPDATE                    PEND
Court 2  Case 04-0010    - Type GC  File Date  10504  Judge 12345
P01 GILBERT/JOHN/A                        D01 NEFF/VIVIAN/

Opt        Trigger Code Selection by Description         Building Code: DVC
  v   Position to: _____
  _   1=Select
  _   Opt  Code   Description
  _    1   DVC    DISCOVERY SCHEDULED      Type a 1 in the Opt column to
  _    _   DSE    DISMISSAL ENTERED        select a code; press ENTER.
  _    _   FLR    FILE RECEIVED
  _    _   HRH    HEARING HELD             The code is then transferred to the
  C    _   HRC    HEARING SCHEDULED        Building Code field above.
  _    _   IPR    INSTALLMENT  RECEIVED
  _    _   JGE    JUDGMENT ENTERED         At this point you can F24-Exit or
  _    _   JGZ    JUDGMENT SATISFIED       continue to build the code by
  _    _   JSC    JURY SELECTI SCHEDULED   adding a modifier.
  _    _   JRC99  JURY SELECTION SCHEDULED
  _                                          More..
  _
      F7-Alt Seq   F9-Descriptions   F10-Actions    F11-Modifiers
BGN   F24-Exit  Roll/Page
NXT
F1-
```

First screen displays Trigger Codes (by description or F7-Alt Seq to access by code). Use F9 for Description codes, F10 for Action codes and F11 for Modifiers.

```
SUNNY SPRINGS          CIVIL  ONLINE  ACTIONS  UPDATE              PEND
Court 2  Case 04-0010    - Type GC  File Date  10504   Judge 12345
P01 GILBERT/JOHN/A                      D01 NEFF/VIVIAN/

Opt           Modifier Code Selection by Description
 v   Position to: _____                  Building Code: DVC02
 _   1=Select
 _   Opt  Code   Description
 _    _   CS     BAILIFF COLLECTION SUM.
 _    _   68     BY CONSENT
 _    _   67     BY DEFAULT
 _    _   01     BY DEFENDANT
 C    _   66     BY JUDGE
      _   65     BY JURY
 _    1   02     BY PLAINTIFF
 _    _   XX     BY STIPULATION
 _    _   BP     BY TELEPHONE
 _    _   90     CERTIFIED MAIL -
 _                                         More..
 _
      F7-Alt Seq    F9-Triggers   F10-Descriptions    F11-Actions
BGN   F24-Exit  Roll/Page
NXT
F1-
```

Press F11-Modifiers - locate the modifier by description or code and type an 1 in the *Opt* field to select it; press ENTER. The *Building Code* field now shows DVC02 - Discovery by Plaintiff Scheduled. When F24-Exit is pressed to return to the Actions Update screen, the new code is transferred to the Code field. See below.

```
SUNNY SPRINGS          CIVIL  ONLINE  ACTIONS  UPDATE              PEND
Court 2  Case 04-0010    - Type GC  File Date  10504   Judge 12345
P01 GILBERT/JOHN/A                      D01 NEFF/VIVIAN/

Option                    Amount           --  Nxt Court  --
 v   Pty Gar# Date   Code  $$$$$$$.¢¢  Misc.   Bar #  Date  Time A/P
 _   P01  __  10504  SCF     9523.45          45221  ____  ____  _
 _   D01  __  10504  SCI             ATTY            ____  ____  _
 _   D01  __  10704  SCS93     18.50 A.SMITH         ____  ____  _
 _   ALL  __  10704  RVC                            12004 1000  A
 _   D01  __  11204  ANF                    46787   ____  ____  _
 _   D01  __  11204  MOF                            ____  ____  _
 _   ALL  __  11204  DVC02                          ____  ____  _
```

All prompt windows function in basically the same way. The *Bar #* field prompt was described earlier in this chapter beginning on page 2-8. It accesses the Attorney File. Complete details about the Attorney File can be found in Chapter 9-Code Files.

Garnishment Update Screen (GAR)

The Garnishment Update screen is used to add or update **post-judgment** garnishments against Defendants, Cross Party Defendants, Counter Party Defendants, Third Party Defendants, Defendants by Intervention, and Garnishee Defendants.

To access the screen:

- Type **GAR** in the *Nxt* field
- Type the case number in the *Case* field
- Type the party type and number in the *Pty* field
- Type the garnishment number for the party in the *Gar #* field; press **ENTER**

Scroll forward and backward through the garnishment screens when multiple garnishments exist for the specific party. Adding a specific garnishment number on the hop line turns off paging for that transaction.

Entries to add, change or delete information generate corresponding text entries on the Actions Update (ACT) screen. After a garnishment is added, it can only be deleted through the Delete (DEL) screen.

✔ Criteria

The following criteria must be met to enter a garnishment:

- Defendant must be closed with a judgment code (JGE*) or an administrative closure (DIE) on the Actions Update screen, and

- The garnishment issue date must be at least 21 days after the judgment date.

If there was a settlement agreement, it must be set aside and a judgment entered before a garnishment is allowed.

☑ Entering a Garnishment

Required fields: *Garnishment No., Garnishee No., Garnishee Name, Garn Type,* and *Issue Date*. Add any additional fields of information and press **ENTER**. The case status will change to **GARN**. See Appendix A-Master List of Field Descriptions.

```
SUNNY SPRINGS            CIVIL  ONLINE  GARNISHMENT  UPDATE            GARN
Court 2     Case 03-0669    - SC      File Date _70503_     Judge 12345
P01 WINDSOR/WILLARD/_____  D01 PALMER/TIMOTHY/_____

Garnishment No.    1  of  1   Defend.  D01 PALMER/TIMOTHY/_____
Garnishee No. _1_                      D01 SS# _____
Name   KROGER FOODS//_____        Phone No ( ___ ) _____
Addr   1018 STATE STREET_____
Addr   _____   City DAVISON_____   ST MI  Zip 48423_
Garn Type P    Judgment Due _____695.00                    Receipt#   Fees
Issue Date                  92103   Exp Date 122103          D158890   15.00
Service Date                92503                                       6.00
Initial Disclosure Date 100103    Amount _____90.00   Def Serve Date   92603
Not Indebted _ Reason _____
Comment: _____        Pre-empted Date _____



Close Date      _____      Reason _

Final Statement  Date   _____     Amount ___

NXT ___ CASE 03-0669____ PTY D01 GAR# _1 NAME _____
F1-Clear Screen F2-Periodic Detl F4-Prompt F6-Mod F24-Prev Menu Page/Roll Help
```

Expiration Date is filled in for you after pressing ENTER.

In this example of a periodic garnishment, service and disclosure have also been updated.

Garnishment numbers are assigned by the user, beginning with the number 1, and are numbered consecutively for each Defendant on the case.

```
SUNNY SPRINGS            CIVIL  ONLINE  GARNISHMENT  UPDATE            CLSD
Court 2     Case 03-0669    - SC      File Date _70503_     Judge 12345
P01 WINDSOR/WILLARD/_____  D01 PALMER/TIMOTHY/_____

Garnishment No.    1  of  1   Defend.  D01 PALMER/TIMOTHY/_____
Garnishee No. █_                       D01 SS# _____
Name   _____        Phone No ( ___ ) _____
Addr   _____
Addr   _____   City _____   ST __  Zip _____
Garn Type _    Judgment Due _____                     Receipt#   Fees
Issue Date          _____   Exp Date _____               _____    15.00
Service Date        _____                                 _____
Initial Disclosure Date _____    Amount _____   Def Serve Date _____
Not Indebted _ Reason _____
```

The *Garnishee No.*, assigned by the user, associates a garnishee with a defendant for the specified case. The number should begin with 1 and be numbered consecutively for each garnishee, i.e., #1 is Kroger Foods, the defendant's employer; #2 is Bank One, the defendant's bank, etc. Once assigned, the number cannot be modified. After the number has been established for this defendant/case, prompt and select it for all future garnishments for that garnishee defendant rather than typing it every time.

With your cursor in the *Garnishee No.* field, press **F4-Prompt** to display all garnishees associated with this defendant. You may select, change, delete or add garnishees. See Appendix A-Master List of Field Descriptions for additional information.

```
SUNNY SPRINGS          CIVIL  ONLINE  GARNISHMENT  UPDATE        GARN
Court 2     Case 03-0669    - SC        File Date _70503    Judge 12345
P0                                                                _____
Ga  ┌────────────────────────────────────────────────────────┐   _____
Ga  │         Position to: __      Garnishees for this Defendant│
Na  │  1=Select  2=Change  4=Delete                            │   __
Ad  │  Opt   Name                                              │
Ad  │   _  1 KROGER FOODS//_____  __ _____        │ Zip _____
Ga  │           1018 STATE STREET_____                     │ t#   Fees
Is  │           _____                              │ _  15.00
Se  │           DAVISON       MI       48423                   │
In  │   _  2 BANK ONE//_____  __ _____          │ _____
No  │           5100 PARKER_____                      │ _____
Co  │           _____                                    │
    │           FLINT         MI       48506                   │
Cl  │                                              Bottom      │
    │                                                          │
    │       F6-Add     F24-Exit                                │
NXT │                                                          │
F1  └────────────────────────────────────────────────────────┘
```

If the garnishee defendant is not found in the example above, enter the name of the garnishee defendant in the *Name* field or press **F4-Prompt** to select the name from an existing master list of garnishee defendants. The name must contain two slashes (*//*).

```
Garnishee No. _2                    D01 SS# _____
Name  BANK ONE//_____      Phone No ( ___ ) _____
Addr  5100 PARKER_____
Addr  _____   City FLINT_____   ST MI  Zip 48506_
Garn Type N   Judgment Due _____600.00            Receipt#   Fees
```

Add the name, address and Garn Type: P-Periodic, N-Non-Periodic, I-Income Tax.

```
Garnishment No.   2  of  2   Defend.  D01 SMITH/MARY/_____
Garnishee No. 1                        D01 SS# _____
Name  JUDICIAL INFORMATION SYSTEMS//_____   Phone No ( ___ ) _____
Addr  _____
Addr  _____  City _____ ST __ Zip _____
Garn Type P   Judgment Due _____              Receipt#   Fees
Issue Date                 10204  Exp Date _40204      _____  __15.00
Service Date               10504                       _____
Initial Disclosure Date _10904_   Amount ___100.00   Def Serve Date _10904_
Not Indebted _ Reason _____
Comment: _____
```

After the Initial Disclosure Date is entered, the function keys at the bottom of the screen change.

Use F2-Periodic Detail only if you receipt and disburse garnishment proceeds for Periodic garnishments.

```
Close Date    _____    Reason _

Final Statement  Date  _____

NXT ▮__  CASE 02-1199  ◄ PTY D01 GAR.. __ ....  _____
 F1-Clear Screen F2-Periodic Detl F4-Prompt F6-Mod F24-Prev Menu Page/Roll Help
```

```
SUNNY SPRINGS            CIVIL  ONLINE  PERIODIC  DETAIL            GARN
Court 2    Case 03-0669    - SC      File Date _70503_   Judge 12345
P01 WINDSOR/WILLARD/_____  _____   D01 PALMER/TIMOTHY/_____

Garn # 1  Issued _92103_         Defend. D01 PALMER/TIMOTHY/_____
Judgment     695.00    Garnishee Defend. _1 KROGER FOODS//_____
                Exp Date 122103  Disc Date 100103   Proc Tot _____90.00
NOTE: Periodic DISCLOSURES are NOT entered on this screen.
Del        _ _ _ PROCEEDS _ _ _        _ _ _ DISBURSEMENT _ _ _
 v    Date    Amount   Receipt#         Date    Chk#   Init
 _   100103     90.00 D335436          100503  8901     KJS
 _   _____  _____ _____          _____  _____ ____
 _   _____  _____ _____          _____  _____ ____
 _   _____  _____ _____          _____  _____ ____
 _   _____  _____ _____          _____  _____ ____
 _   _____  _____ _____          _____  _____ ____
 _   _____  _____ _____          _____  _____ ____
 _   _____  _____ _____          _____  _____ ____
 _   _____  _____ _____          _____  _____ ____
 _   _____  _____ _____          _____  _____ ____
 _   _____  _____ _____          _____  _____ ____
Final Statement  Date  _____     Amount _____
At End -- No More Garnishment Records
NXT ___  CASE 03-0669    PTY D01 GAR# _1 NAME P_____
 F1-Clear Screen    F2-Garn Mastr    F24-Previous Menu    Page/Roll  Help
```

Press F2-Garn Mastr to return to the Garnishment Update Screen. See Master List of Field Descriptions for complete details about the fields on this screen.

```
SUNNY SPRINGS          CIVIL  ONLINE  GARNISHMENT  UPDATE              CLSD
Court 2      Case 03-0669   - SC      File Date _70503_      Judge 12345
P01 WINDSOR/WILLARD/                    D01 PALMER/TIMOTHY/

Garnishment No.   _2_ of  _2_   Defend.  D01 PALMER/TIMOTHY/
Garnishee No. _2_                        D01 SS# _____
Name   BANK ONE//                          Phone No ( ___ ) _____
Addr   5100 PARKER
Addr                              City FLINT            ST MI  Zip 48506_
Garn Type N   Judgment Due ____600.00            Receipt#   Fees
Issue Date            100103  Exp Date 123103         D158909  15.00
Service Date          100303                                   6.00
Initial Disclosure Date 101203    Amount ____423.50  Def Serve Date  101003
Not Indebted _ Reason _____
Comment: _____
Non Periodic & Income Tax:
   Proceeds Date _____    Amt _____      Receipt # _____
   Disburse Date _____    Ck # _____
Close Date    _12304_   Reason 3  Expired
91 Days Elapsed

                                            Garnishment Closed
NXT ___ CASE 03-0669___ PTY D01 GAR# _2 NAME _____
F1-Clear Screen F4-Prompt F6-Mod F24-Previous Menu Page/Roll  Help
```

The Garnishment Update screen for Non-Periodic and Income Tax garnishments provides for the receipt and disbursement of proceeds. See Appendix A-Master List of Field Descriptions.

```
       Garnishment No.   _2_ of  _2_   Defend.  D01 PALMER/TIMOTHY/
       Garnishee No. _2_                        D01 SS# _____
       Name   BANK ONE//                          Phone No ( ___ )
       Addr
       Addr           Garnishment Reason Codes
       Garn    1=Select
       Issue   Opt Type   Description
       Servi   ▮   1    Judgment Paid
       Initi   _   2    Judgment Overpaid
       Not I   _   3    Expired
       Comme   _   4    Released from Liability
       Non P   _   5    Not Indebted
          Pr   _   6    Proceeds Disbursed
          Di
       Close
       91 Da   F24-Exit

        NXT ___ CASE 03-0669___ PTY D01 GAR# _2 NAME _____
       F1-Clear Screen F4-Prompt F6-Mod F24-Previous Menu Page/Roll  Help
```

F4-Prompt on _Reason_ field. These are the reasons for closure of a garnishment.

Enter a reason for the closure of a garnishment. The garnishment program will insert the following close reasons for you:

- When the *Not Indebted* field is marked with an **X** and the amount field is blank: **5-Not Indebted**

- When proceeds *Disbursed Date* and *Amount* is entered on a non-periodic or income tax garnishment: **6-Proceeds Disbursed**

- When Date Generated Notices are requested regularly and the user maintains the garnishment screens, the system will determine and update the following condition: **3-Expired**

To reopen a garnishment that was closed with reasons 1, 2, 3 or 4:

- Erase the *Close Date, Reason* code; press **ENTER**

To reopen a garnishment that was closed with reason 5:

- Erase the *Close Date*, *Reason* code, the **X** in *Non-Indebted*; press **ENTER**

To reopen a garnishment that was closed with reason 6:

- Erase the *Close Date*, *Reason*, *Disburse Date* and *Ck #*; press **ENTER**

In all cases, a comment will be written to the Actions Update screen and Register of Actions that the garnishment has been reopened.

☑️ Modifying a Garnishment

Use **F6-Mod** to unlock fields for modification after a garnishment is entered. These fields can be changed:

- Name
- Address
- Phone
- Issue Date
- Service Date
- Disclosure Date
- Garn Type (may not be modified after proceeds have been received)

```
NXT ___  CASE 03-0669   PTY D01 GAR# _2 NAME _____
 F1-Clear Screen F4-Prompt  F6-Mod  F24-Previous Menu Page/Roll  Help
```

F6-Mod

After pressing **F6** your cursor will go to the *Name* field. Type over any of the above fields that need to be changed and press **ENTER**. Changes to the Issue Date, Service Date, Disclosure Date and Garn Type will be noted on the Actions Update screen and Register of Actions.

```
 _    10904    D01 GAR# 02 DEFENDANT SERVICE DATE:  1/09/04
 _    21604    D01 GAR# 02-NON PER -- NON-PERIODIC
 _    21604    D01 GAR# 01 ISS DATE CHGD  7/12/02 TO  7/14/02
 _    21604    D01 GAR# 01 SRV DATE CHGD  7/13/02 TO  7/15/02
 _    21604    D01 GAR# 01 DIS DATE CHGD  8/12/02 TO  8/13/02

 _   _____    _____
              091 Days From 021604 is 051704
BGN _____    At end -- No More Actions
NXT ___ CASE 02-1199   PTY D01 GAR# _1 NAME S_____
F1-Clear  F4-Prompt  F9-Print ROA  F13-OutQ  F24-Previous Menu  Page/Roll  Help
```

Modifications are noted as comments on the Actions Update screen.

✔️ Garnishment Warning Messages

When one of the following codes have been entered on the Actions Update screen, warning messages are displayed on the Garnishment (GAR) and Garnishment Summary (GAQ) screens:

Code(s)	Screen Message
MOF12, MOC12, PEF12, PEC12	Motion for Installment Payments is Filed/Scheduled Petition for Installment Payments is Filed/Scheduled
ORE12	Order for Installment Payments is in effect for PERIODIC garnishments
ORR56	Order for Bankruptcy Stay Received
JGZ or SJF	Satisfaction of Judgment Filed

To remove installment payment messages, enter one of the following codes on the Actions Update screen for the appropriate defendant:

Code(s)	Description
MOD12	Motion for Installment Payments Denied
PED12	Petition for Installment Payments Denied
ORD12	Order for Installment Payments Denied
ORE54	Order to Set Aside Payment Order Entered

To remove a bankruptcy stay warning message enter:

Code(s)	Description
ACF76	Action to Reopen Case Filed (if ORR56 was entered PRIOR to entry of judgment)
ACFY1	Action to Remove Bankruptcy Filed (if ORR56 was entered AFTER the judgment)

"Party not eligible: Judgment not Entered, < 21 days, or Party Dismissed" is displayed on the screen and users are prevented from adding a garnishment when:

- no judgment has been entered on the Actions Update screen for that defendant
- it has been less than 21 days since the judgment was entered
- the closing code is not valid for garnishment proceedings

Case Transfer Screen (TRN)

The Case Transfer screen is used to transfer a Small Claims case to General Civil Division, transfer cases from one court to another in a multi-court district, or change case numbers. A transfer of a Small Claims case to General Civil and to another court cannot be performed at the same time. Access the screen by typing **TRN** in the *Nxt* field and the assigned case number in the *Case* field; press **ENTER**.

Cases that have existing cash receipts will transfer or change, but receipts stay with the case number for which they were originally produced. The receipt detail will remain on the Register of Actions. The following message displays when doing a transfer or change:

> *WARNING: Receipt records exist on transfer case*
> *Receipts will NOT be transferred*

If you need to transfer receipt information, you must void and re-ring the receipt.

```
SUNNY SPRINGS              CIVIL  ONLINE  CASE/TRANSFER              DISP
Court 2  Case 04-0601    - Type GC  File Date  50100  Judge 20230
P01 JOHNSON/PETER/S                    D01 JANNORS/JEFFREY/P



                 Case   04-0601        Case type   GC






        Change Location: _           New Court Location: _
        Change Case No.: _           New Case Number: _____
        Transfer SC to GC: _         New Case Number: _____


NXT ___  CASE 04-0601___  PTY ___ GAR# __ NAME J_____
 F1-Clear Screen  F24-Previous Menu  Help
```

Case Transfer

To change court location, type an **X** in the *Change Location* field and the location number in the *New Court Location* field; press **ENTER**. Messages and text action updates are similar to the examples for case number changes and transfers from Small Claims to General Civil found on the following pages.

```
SUNNY SPRINGS              CIVIL  ONLINE  CASE/TRANSFER          PEND
Court 2  Case 04-0189    - Type GC  File Date  12204  Judge 12345
P01 SMITH/JUDY/M                    D01 DONALDSON/JOHN/




              Case   04-0189      Case type  GC






        Change Location: _          New Court Location: _
        Change Case No.: X          New Case Number: 04-0196
        Transfer SC to GC: _        New Case Number: _____
Press Enter to Process Request // F1 or F24 to cancel request


NXT ___ CASE 04-0189___ PTY ___ GAR# __ NAME _____
  F1-Clear Screen  F24-Previous Menu  Help
```

Changing case number on Transfer screen.

To change a case number:

- Type an **X** in the *Change Case No.* field
- Type the correct case number in the *New Case Number field*
- Press **ENTER**

A message will display: *Press Enter to Process Request // F1 or F24 to cancel request*. This gives you an opportunity to review your screen for accuracy before the transfer occurs.

```
SUNNY SPRINGS              CIVIL  ONLINE  CASE/TRANSFER          PEND
Court 2  Case 04-0189    - Type GC  File Date  12204  Judge 12345
P01 SMITH/JUDY/M                    D01 DONALDSON/JOHN/




              Case   04-0189      Case type  GC


         2      Parties Transferred
         4      Actions Transferred
        ___     Garnishments Transferred
        ___     Dockets Transferred
                          After the transfer,
                          applicable record
        Change Location: _  counts are displayed.   n: _
        Change Case No.: X                          04-0196
        Transfer SC to GC: _

CHANGE CASE SUCCESSFUL

NXT ___ CASE 04-0189___ PTY ___ GAR# __ NAME _____
  F1-Clear Screen  F24-Previous Menu  Help
```

```
SUNNY SPRINGS            CIVIL  ONLINE  ACTIONS  UPDATE           PEND
Court 2  Case 04-0196    - Type GC  File Date 12204  Judge 12345
P01 SMITH/JUDY/M                      D01 DONALDSON/JOHN/

Option                        Amount              --  Nxt Court  --
  v    Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.    Bar #  Date   Time A/P
  _    P01  __  12204   SCF   _____ _____  45154  _____ ____ _
  _    D01  __  12204   SCI   _____ _____         _____ ____ _
  _    D01  __  12404   SCS93 _____ _____         _____ ____ _
  _    D01  __  12804   ANF   _____ _____  46112  _____ ____ _
  _    ___  __  _____   ____  _____ _____         _____ ____ _
  _    ___  __  _____   ____  _____ _____         _____ ____ _
  _    ___  __  _____   ____  _____ _____         _____ ____ _
  _    ___  __  _____   ____  _____ _____         _____ ____ _

  _    21604    CHANGED FROM CASE #  04-0189 _____
```

Text actions are written to the Actions Update screen and Register of Actions to correspond with the type of transfer made.

When a case number is changed on the Case Transfer screen, the entries from the original case are transferred to the new case number and the old case is deleted. For this reason, transfer information will also appear on the Civil Delete Audit Report described in Chapter 7-Reports.

```
SUNNY SPRINGS            CIVIL  ONLINE  CASE/TRANSFER          CLSD
Court 2  Case 04-0312    - Type SC  File Date 12904  Judge 12345
P01 SMITH/JANE/                       D01 JONES/ROGER/



                 Case  04-0312       Case type  SC

WARNING: Receipt Records Exist on Transfer Case
Receipts Will NOT Be Transferred




      Change Location: _          New Court Location: _
      Change Case No.: _          New Case Number: _____
      Transfer SC to GC: X        New Case Number: 04-0348
Press Enter to Process Request // F1 or F24 to cancel request


NXT ___ CASE 04-0312   PTY ___  GAR# __  NAME _____
F1-Clear Screen  F24-Previous Menu  Help
```

If the *Judge* field is not filled in, enter the bar # for the judge assigned to the case. The case will not transfer to GC until a judge is assigned.

***New Case Number* must be different from SC case number.**

Transfer from Small Claims to General Civil. Before using this screen you must enter the Order for Removal to General Civil (ORE25) on the Actions Update screen.

```
                    Case   04-0312         Case type   SC


              2         Parties Transferred
              8         Actions Transferred
           ____         Garnishments Transferred
           ____         Dockets Transferred


       Change Location: _          New Court Location: _
       Change Case No.: _          New Case Number: _____
       Transfer SC to GC: X        New Case Number: 04-0348

 TRANSFER CASE SUCCESSFUL
```

After pressing ENTER, record counts and "successful" message appear.

```
 SUNNY SPRINGS            CIVIL  ONLINE  ACTIONS  UPDATE              CLSD
 Court 2  Case 04-0312      - Type SC  File Date  12904   Judge 12345
 P01 SMITH/JANE/                        D01 JONES/ROGER/

 Option                     Amount              --   Nxt Court   --
    v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #  Date    Time A/P
    _   P01  __  12904   ALF      550.00 _____ _____  _____ _____ ___ _
    _   D01  __  12904   ALI   _____ _____ _____  _____ _____ ___ _
    _   ALL  __  12904   HRCSC _____ _____ _____   20904  900  A
    _   D01  __  20304   DMF25 _____ _____ _____  _____ _____ ___ _
    _   ALL  __  20404   ORE25 _____ _____ _____  _____ _____ ___ _
    _   ___  __  _____   _____ _____ _____ _____  _____ _____ ___ _
    _   ___  __  _____   _____ _____ _____ _____  _____ _____ ___ _

    _   12904   FILING FEE PAID          $25.00   RCPT # D101632
    _   12904   CHECK TENDERED 812
    _   21604   TRANSFERRED TO CASE # 04-0348
```

After the transfer occurs, a text action is written to the Small Claims case indicating the new case number.

```
 SUNNY SPRINGS            CIVIL  ONLINE  ACTIONS  UPDATE              PEND
 Court 2  Case 04-0348      - Type GC  File Date  20404   Judge 12345
 P01 SMITH/JANE/                        D01 JONES/ROGER/

 Option                     Amount              --   Nxt Court   --
    v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #  Date    Time A/P
    _   P01  __  12904   ALF      550.00 _____ _____  _____ _____ ___ _
    _   D01  __  12904   ALI   _____ _____ _____  _____ _____ ___ _
    _   ALL  __  12904   HRCSC _____ _____ _____   20904  900  A
    _   D01  __  20304   DMF25 _____ _____ _____  _____ _____ ___ _
    _   ALL  __  20404   ORE25 _____ _____ _____  _____ _____ ___ _
    _   ___  __  _____   _____ _____ _____ _____  _____ _____ ___ _
    _   ___  __  _____   _____ _____ _____ _____  _____ _____ ___ _

    _   12904   FILING FEE PAID          $25.00   RCPT # D101632
    _   12904   CHECK TENDERED 812
    _   21604   TRANSFERRED FROM CASE # 04-0312
    _   _____
```

A text action is also written to new General Civil case indicating previous case number. Note that all other actions entered in the Small Claims case have also transferred.

Delete Screen (DEL)

The Delete screen is used to delete a garnishment, a party (except P01 and D01), or an entire case. Access the screen by typing **DEL** in the *Nxt* field and the case number in the *Case* field. See specific information below for the type of deletion you wish to perform.

Cases with existing cash receipts will delete, but the receipts and financial ROA (**FIN**) stay with the case number for which they were originally produced unless voided and re-rung to the new case. A warning is given:

> **WARNING: Receipt records exist on transfer case**
> **Receipts will NOT be transferred**

```
SUNNY SPRINGS                 CIVIL  ONLINE  DELETES                    PEND
Court 2  Case 04-0050     - Type GC  File Date  10504   Judge 12345
P01 PIERSON/BONNIE/                       D01 JOHNSON/TAMARA/


                  Case    04-0050       Case type   GC
                  Party   ___           Garnish #   __
                  Comment:          _____



WARNING: Receipt Records Exist on Case
Receipts Will NOT Be Deleted



NXT ___  CASE 04-0050___  PTY ___  GAR# __  NAME _____
F1-Clear Screen   F24-Previous Menu   Help
```

To delete a case: *Pty* field on hop line must be blank.

To delete a party: Indicate party type and number in the *Pty* field on hop line. Deletion of P01 and D01 is not allowed -- the entire case must be deleted.

To delete a garnishment: In addition to the *Pty* field, enter the garnishment number to be deleted in the *Gar#* field.

For any type of deletion, a comment is required. All deleted cases are reported on the Civil Delete Audit Report described in Chapter 7-Reports.

```
SUNNY SPRINGS               CIVIL  ONLINE  DELETES                    PEND
Court 2  Case 04-0050    - Type GC  File Date  10504   Judge 12345
P01 PIERSON/BONNIE/                      D01 JOHNSON/TAMARA/



                    Case   04-0050       Case type   GC
                    Party  ___           Garnish #   __
                    Comment:        INSUFFICIENT FILING FEE








Press Enter to Process Request // F1 or F24 to cancel request

NXT ___  CASE 04-0050    PTY ___  GAR# __  NAME _____
F1-Clear Screen   F24-Previous Menu   Help
```

To delete the case, type in the reason in the *Comment* field and press ENTER. A confirmation message will appear.

```
SUNNY SPRINGS               CIVIL  ONLINE  DELETES                   DELETD
Court 2  Case 04-0050    - Type GC  File Date  10504   Judge 12345
P01 PIERSON/BONNIE/                      D01 JOHNSON/TAMARA/



                    Case   04-0050       Case type   GC
                    Party  ___           Garnish #   __
                    Comment:        INSUFFICIENT FILING FEE

             2     Partys Deleted
             4     Actions Deleted
            ____   Garnishments Deleted
             2     Docket Records Deleted
```

After the deletion, applicable record counts are displayed.

```
SUCCESSFUL DELETE
NXT ___  CASE 04-0050    PTY ___  GAR# __  NAME _____
F1-Clear Screen   F24-Previous Menu   Help
```

Party History Update (PHU)

The Party History Update screen is used to add a previously purged case, or add additional parties to an existing purged case.

Required fields:

- *Case Type*
- *File Date*
- *P01* and *D01*
- D01 must have a *Close Date* and *Code*
- If valid, type an **X** in Judgment Satisfied or Bankruptcy Stay

To add parties to an existing purged case record, bring that case up on the screen and press **F1-Clear** to get a blank screen. Add the next party on this screen, keeping in mind that all defendant-type parties must have close dates and codes.

```
SUNNY SPRINGS           _       Civil Party History Update      2/06/04  14:48:37
Court 2  Case 99-1017          Case type __   File Date _____    Purge Date  20604
Judge/Magistrate  _____

Party    P01         File Date _____          Attorney       _____
Name             _____
Alt Name         _____   Alt Name Code ___

              Disposed Date _____            Disposed Code _____
           Last Trigger Date _____        Last Trigger Code _____
           Judgment Satisfied _      Bankruptcy Stay in Effect _


Party    D01         File Date _____          Attorney       _____
Name             _____
Alt Name         _____   Alt Name Code ___

              Disposed Date _____            Disposed Code _____
           Last Trigger Date _____        Last Trigger Code _____
           Judgment Satisfied _      Bankruptcy Stay in Effect _
 ADD NEW RECORD

NXT ___ CASE 99-1017___ PTY ___ GAR# __ NAME _____
F1-Clear Screen  F23-Delete  F24-Prev Menu  Roll-Page  Help
```

To delete a purged case history party, indicate the party code in the *Party* field; press **F23** to delete.

```
SUNNY SPRINGS            Civil Party History Update      2/06/04  14:54:08
Court 2  Case 99-1015      Case type GC  File Date  30399    Purge Date 123103
Judge/Magistrate   12345

Party   P01         File Date  30399            Attorney      33433
Name    JONES/MARTIN/                           Alt Name Code ___
Alt Name _____

               Disposed Date _____         Disposed Code _____
           Last Trigger Date _____       Last Trigger Code _____
           Judgment Satisfied _     Bankruptcy Stay in Effect _


Party   D01         File Date  30399            Attorney      _____
Name    GOODSON/ANGIE/                          Alt Name Code ___
Alt Name _____

               Disposed Date  50199         Disposed Code JGE67
           Last Trigger Date  50199       Last Trigger Code JGE67
           Judgment Satisfied X     Bankruptcy Stay in Effect _


NXT ___  CASE 99-1015 ___  PTY ___  GAR# __  NAME _____
F1-Clear Screen  F23-Delete  F24-Prev Menu  Roll-Page  Help
```

To delete the entire purged case history, leave the *Party* field blank and press **F23** to delete.

When multiple purge dates exist for a case number, indicate the purge date for the record you wish to delete.

```
SUNNY SPRINGS            Civil Party History Update      2/06/04  14:56:25
Court 2  Case 99-1015      Case type GC  File Date  30399    Purge Date 123103
Judge/Magistrate   12345
Party              Case/Party Delete Screen
Name
Alt Na   Case:        99-1015

         Party:        ___
                           Valid Purge Dates
         Purge Date:  123103  ( 123103                    )


Party
Name     F23-Delete      F24-Exit      HELP
Alt Na

               Disposed Date  50199          Disposed Code JGE67
           Last Trigger Date  50199        Last Trigger Code JGE67
           Judgment Satisfied X      Bankruptcy Stay in Effect _


NXT ___  CASE 99-1015 ___  PTY ___  GAR# __  NAME _____
F1-Clear Screen  F23-Delete  F24-Prev Menu  Roll-Page  Help
```

This space is reserved for your notes.

Bond & Trust

In this chapter you will learn how to add, update, inquire about, and delete bond and trust records.

The following screens are covered in this chapter:

Update screen:

- Bond/Rest/Trust/T-A Update (BND), aka the Bond Screen

Inquiry screens:

- Bond Alpha Inquiry (BDI)
- Restitution Alpha Inquiry (RSI)
- Trust Alpha Inquiry (TRI)
- All Alpha Inquiry (Bond, Trust, Restitution and T&A Inquiry (AAI)

For purposes of this chapter, the word *bond* shall mean bond, restitution, trust or any trust and agency record, unless otherwise specified.

Bond & Trust Update Screen (BND) aka Bond Screen

The Bond Screen is used to add, modify, close and delete bond, restitution, trust and trust & agency information. Bond and Trust & Agency cash codes entered through the cash receipt process automatically update this file. Access the screen by typing **BND** in the *Nxt* field and press **ENTER**.

✔️ Posting a Bond

A bond receipt created through the JIS Cash Module automatically creates a bond record. See Cash User Guide for more details. Receipts created from a different system can be added using the Bond screen. To add bonds, restitution or trust payments that were not receipted through the JIS Cash Module, the following fields are required:

- *Receipt number*
- *Receipt date*
- *Type (if left blank, it will default to 01-Bond)*
- *Post code - See chart below*
- *Division (T=Traffic, C=Civil, or M=Misc)*
- *Bond amount*
- *Name*
- *Depositor (Name of the person posting the bond)*

Optional fields when adding a bond posting are:

- *Case number*
- *Party*
- *Count (valid only for Traffic/Criminal)*

Type	Post Code(s)
01 - Bond	BT01 Cash Bond BT02 10% Bond BT06 Interim Bond BT08 Security Deposit BT09 Combination Bond
02 - Restitution	MYRS
03 - Trust	MYTR
04-99 Trust & Agency	Defined by court

To create a bond record, type in the required fields and press **ENTER**. In addition to creating the record, the information will also appear in the Bond History of the Register of Actions.

When added via the Bond Screen, the "entry date" on bond reports is the current system date regardless of the receipt date entered; when added via Cash, it is the date you are opened for cash transactions. See more information about bond reports in the Cash User Guide.

```
SUNNY SPRINGS        BOND/REST/TRUST/T&A INQUIRY/UPDATE        12/08/03
Court 2                                                        13:43:23
Rcpt 332343   Date 100103   Type _1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

         Post Code BT01  Div C          Bond Amount 300.00
         Case 03-2107-GC  Party D01  Count __
         Name REDMOND/ERIC/ALAN JR
         Depositor _____

                          ___down Update/Delete
Del   Pay
'D'   Code  Date   Ch
```

> Fill in the required fields and press Enter. If the Name is the same as the Depositor, just type in the Name, and when you press Enter it will be copied to the Depositor field. For the Traffic/Criminal Division, if the case is entered on the system, the Name and Depositor fields can be left blank. Those fields will be retrieved after Enter is pressed.

```
NXT ___  CASE _____  PTY D01  GAR# _1 NAME CORSER/THOMAS/ALLEN
F2-Top  F24-Previous Menu  Help
```

Example of posting a bond record.

```
SUNNY SPRINGS        BOND/REST/TRUST/T&A INQUIRY/UPDATE        12/08/03
Court 2                                                        14:29:34
Rcpt 332343   Date 100103   Type _1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

         Post Code ____  Div _          Bond Amount _____
         Case _____  Party ___  Count __
         Name _____
         Depositor

Del   Pay
'D'   Code
```

> After pressing Enter you will see a message at the bottom of the screen that confirms the posting. The function keys at the bottom of the screen also change, giving you an F2 to immediately go to the top to enter the next record.

```
BOND/REST/TRUST/T-A POSTED

NXT ___  CASE _____  PTY D01  GAR# _1 NAME _____
F2-Top  F24-Previous Menu  Help
```

Verification of posting.

When you are finished with the bond posting or want to verify your entry, press **ENTER** to retrieve the bond record you just added.

```
SUNNY SPRINGS          BOND/REST/TRUST/T&A INQUIRY/UPDATE   OPEN        12/08/03
Court 2                                                                 14:55:26
Rcpt 332343    Date 100103   Type _1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

          Post Code BT01   Div C              Bond Amount ___ 300.00
          Case 03-2107-GC  Party D01   Count __
          Name REDMOND/ERIC/ALAN JR
     Depositor REDMOND/ERIC/ALAN JR                    The status of the bond
                                                       is displayed at the top
                          Paydown Update/Delete            of the screen.
Del   Pay
'D'   Code   Date    Check No    Amount      Payee      The bond balance is
                                                         displayed until the
 _    ___   ____   _____   _____   _____        balance is zero.
 _    ___   ____   _____   _____   _____
 _    ___   ____   _____   _____   _____
 _    ___   ____   _____   _____   _____
 _    ___   ____   _____   _____   _____
           Paydown Total: _____   Bond Balance: ___ 300.00


_____
NXT ___  CASE _____  PTY ___  GAR# __  NAME _____
F1-Clear Screen  F5-Mod Case Info  F23-Delete Record  F24-Previous Menu  Help
```

```
                                                                   PEND
Court 2  Case 03-2107-GC  Type GC  File Date  90103  Judge CROCKETT,GEORGE W.
P01 JOHNSTONE/WILLIAM/PAUL                D01 REDMOND/ERIC/ALAN JR

D01    DEFENDANT                 (PEND)
       REDMOND/ERIC/ALAN JR
       321 OAK DRIVE
       PONTIAC          MI 48432



BOND HISTORY:
PTY  RCPT  DT    NO.    ACTION    TYPE       CHECK        AMOUNT  STAT CLRK
D01 10/01/03  332343  12/08/03  CASH                      300.00  OPEN KJS

  DATE                   ACTIONS, JUDGMENTS, CASE NOTES          INITIALS

09/01/03
   P01     SUMM & COMP   FILED              BRINKS,SHARON R P-32111 KJS


NXT ___  CASE 03-2107-GC PTY ___  GAR# __  NAME _____
F1-Top  F2-Bottom  F3/F24-Previous Menu  F9-Print  F13-OutQ  Roll-Page  Help
```

Bond History shows posting on Register of Actions.

☑️ Retrieving a Bond Record

There are two ways to retrieve a bond record that has been posted either through cash or the BND screen.

- Type **BND** on the hop line and press **ENTER**
- Enter the receipt number and receipt date of the bond record
- Enter the *Type*: 01-Bond, 02-Restitution, 03-Trust, etc.
- Press **ENTER**

```
SUNNY SPRINGS            BOND/REST/TRUST/T&A INQUIRY/UPDATE   OPEN       12/15/03
Court 2                                                                  10:06:19
Rcpt D121403  Date 121203  Type _1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

         Post Code BT01  Div C            Bond Amount ____300.00_
            Case 03-0900-GC  Party D01  Count __
            Name JACKSON/PHILIP/PAUL_____
       Depositor JACKSON/PHILIP/PAUL_____

                        Paydown Update/Delete
Del   Pay
'D'   Code  Date   Check No    Amount       Payee

 _    ____  ____  _____  _____  _____
 _    ____  ____  _____  _____  _____
 _    ____  ____  _____  _____  _____
 _    ____  ____  _____  _____  _____
 _    ____  ____  _____  _____  _____
            Paydown Total: _____  Bond Balance: ___300.00_

 _____
NXT ___  CASE _____  PTY D01 COUNT __  INQ _____  ST __
F1-Clear Screen   F5-Mod Case Info   F23-Delete Record   F24-Previous Menu  Help
```

-**OR**-

- Type **BDI** (Bond Inquiry), **RSI** (Restitution Inquiry), **TRI** (Trust Inquiry), or **AAI** (All Inquiries) on the hop line and a name or partial name in the *Name* field; press **ENTER** to get to the Bond Name Inquiry

```
NXT BDI CASE _____  PTY ___  GARN# 00 NAME JACK_____
```

- Use **F7-Bond Inquiry From Line**

```
SUNNY SPRINGS                    BOND NAME INQUIRY

        Name            Case    Pty Code Type Rcpt/Dt   Rcpt#     Amount Status
JACKSON/PHILIP/PAUL   03-0900-GC D01 BT01  01  12/12/03 D121403    300.00 OPEN
JENKINS,                                D01 BT01  01  08/02/98 D103291    500.00 OPEN
JOHNSON,                                D01 BT01  01  10/13/03 D394839    500.00 OPEN
JOHNSON,                                D01 BT01  01  09/25/02 D101053    100.00 CLSD
JOHNSON, Position your cursor any-      P01 BT02  01  09/26/03 D101503    100.00 OPEN
JOHNSON, where on the line of the       P01 BT01  01  09/26/03 D101504   1050.00 OPEN
JOHNSON, case you want to see           P01 BT01  01  09/26/03 D101506    100.00 OPEN
JOHNSON, and Press F7-Bond              D01 BT01  01  09/26/03 D101505    300.00 OPEN
JOHNSON, Inquiry from Line.             D01 BT02  01  12/16/02 D101171    500.00 OPEN
JOHNSON,                                D01 BT01  01  10/01/03 D543210    200.00 OPEN
JOHNSON,                                D01 BT01  01  10/13/03 D765432    200.00 OPEN
JOHNSON,                                D01 BT01  01  01/19/99 D191919    500.00 CLSD
JOHNSON,                                D01 BT01  01  03/15/02 D200029    500.00 OPEN
JOHNSON/RALPH/        02-2000     D01 BT01  01  09/25/02 D101051    500.00 OPEN
JOHNSON/SALLY/        00-705      D01 BT01  01  07/18/00 D100507    400.00 OPEN
JOHNSON/WILMA/JANE    99-0002     D01 BT02  01  01/15/99 D422025    250.00 CLSD
JOHNSON/WILMA/JANE    99-0002     D01 BT01  01  11/23/99 D100398     50.00 CLSD

NXT BDI CASE _____  PTY ___  GARN# 00 NAME JACK_____

  Page/Roll        F7-Bond Inquiry From Line      F24-Previous Menu  MORE CASES
```

```
SUNNY SPRINGS        BOND/REST/TRUST/T&A INQUIRY/UPDATE  OPEN      12/15/03
Court 2                                                            12:13:58
Rcpt D121403  Date 121203  Type _1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

        Post Code BT01  Div C          Bond Amount ____300.00_
        Case 03-0900-GC  Party D01  Count __
        Name JACKSON/PHILIP/PAUL_____
     Depositor JACKSON/PHILIP/PAUL_____

                     Paydown Update/Delete
Del   Pay
'D'   Code  Date   Check No    Amount      Payee

_    ____  ____  _____  _____  _____
_    ____  ____  _____  _____  _____
_    ____  ____  _____  _____  _____
_    ____  ____  _____  _____  _____
_    ____  ____  _____  _____  _____
_    ____  ____  _____  _____  _____
            Paydown Total: _____  Bond Balance: ____300.00_


NXT ___ CASE _____  PTY ___  GAR# __ NAME _____
F1-Clear Screen  F5-Mod Case Info  F23-Delete Record  F24-Previous Menu  Help
```

After pressing F7 you are taken to the BND screen for the name
and bond you selected.

☑️Modifying a Bond Posting

You must first retrieve a record on the BND screen before you can update, delete or modify it. The screen will display the posting information.

The following fields can be modified after pressing **F5**:

- *Case No.*
- *Party*
- *Count*
- *Name*
- *Depositor*

Type over the information you want to change; press **ENTER.** *Case Information Modified* will appear at the bottom of the screen.

```
SUNNY SPRINGS        BOND/REST/TRUST/T&A INQUIRY/UPDATE   OPEN        12/08/
Court 2                                                               15:11:
Rcpt 332343   Date 100103  Type _1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

        Post Code BT01  Div C           Bond Amount ____300.00_
             Case 03-2107-GC  Party D01  Count __
             Name REDMOND/ERIC/ALAN JR
        Depositor REDMOND/ELIZABETH/

                          Paydown Update/Delete
Del   Pay
'D'   Code  Date   Che



                                          Depositor name was corrected by pressing
                                          F5-Mod Case Info, changing the name, and
                                                    pressing Enter.


        Paydown Total: _____   Bond Balance: ____300.00_


NXT ___  CASE _____  PTY ___  GAR# __ NAME _____
F1-Clear Screen   F5-Mod Case Info  F23-Delete Record  F24-Previous Menu  Help
```

✔️ Bond Paydowns (Closings)

Bond paydowns are usually made in the Cash module. If the closure does not happen through Cash, you can use the BND screen. Restitution and trust payments are always paid down on the BND screen.

- Enter the code for the corresponding bond type in the *Pay Code* field (see chart below)

- Type in the check *Date*, *Check No.*, and *Amount*

- If the payee is the same as the depositor, you may leave that field blank and it will copy the depositor name to the payee field; otherwise, type in the payee name.

- Press **ENTER -** *Bond/Rest/Trust/T-A Updated* will appear at the bottom of the screen

When a bond is closed on the BND Screen, the close date is the current system date, not necessarily the check/transaction date; when closed through Cash, it is the date the register is opened for cash transactions.

Type	Pay Code(s)
01 - Bond	BD03 Bond Refunded BD04 Bond Forfeited BD31 Bond Transferred to Circuit Court BD36 Bond Costs BD37 Bond Applied to Fine & Costs BD39 Bond Transferred to Another Court BD98 Bond Escheated
02 - Restitution	XXRP Restitution Paid
03 - Trust	XXTP Trust Paid
04-99 Trust & Agency	Defined by court. See Code Files Update, Trust & Agency, in the Cash User Guide.

```
SUNNY SPRINGS        BOND/REST/TRUST/T&A INQUIRY/UPDATE  CLOSED      12/08/03
Court 2                                                   120803      15:21:22
Rcpt 332343   Date 100103   Type _1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

            Post Code BT01  Div C           Bond Amount ____300.00_
            Case 03-2107-GC  Party D01  Count __
            Name REDMOND/ERIC/ALAN JR
       Depositor REDMOND/ELIZABETH/


                        Paydown Update/Delete
Del    Pay
'D'    Code   Date    Check No    Amount        Payee
  _    BD03  111203  5012_____    300.00   REDMOND/ELIZAB
  _    ____  _____  _____    _____   _____
  _    ____  _____  _____    _____   _____
  _    ____  _____  _____    _____   _____
  _    ____  _____  _____    _____   _____
  _    ____  _____  _____    _____   _____
  _    ____   Paydown Total: ____300.00_


  ___ ____    CASE _____  PTY ___  GAR# __ NAME _____
NXT ___   CASE _____   PTY ___    GAR# __ NAME _____
 F1-Clear Screen   F5-Mod Case Info   F23-Delete Record   F24-Previous Menu  Help
```

> **Status is CLOSED after a refund of the bond. Since the closure occurred on the BND screen, the close date is the date the screen was updated, not the date of the check.**

The *Bond Balance* field no longer appears when the balance reaches zero. Notice in this example that Bond Amount now equals Paydown Total.

The example above shows the paydown of a bond. If the posting were restitution, the *Pay Code* would be **XXRP** (restitution paid); if it were a trust posting, the *Pay Code* would be **XXTP** (trust paid).

Only the payee field can be modified once the paydown has been entered. Corresponding changes are reflected on the Check Register and Bond/Rest/Trust/ T-A Reports. See Cash User Guide for a detailed explanation of these reports.

☑️ Deleting a Bond

Bond records can be deleted by voiding the bond posting receipt or by pressing **F23** on the BND screen. Either of these methods will create an audit trail on the Deleted Bonds Report which is created when Traffic/Criminal Daily Date Generated Notices are requested.

To delete a bond record on the BND screen:

- Retrieve the record

- Press **F23**. You will get a message:
  CONFIRMING - F23 to DELETE Entire RECORD.
  If you pressed **F23** in error, pressing **ENTER** will discontinue your attempt to delete the bond posting.

- Press **F23** again to confirm the delete and receive the message:
  T/A Record Has Been Deleted.

```
SUNNY SPRINGS        BOND/REST/TRUST/T&A INQUIRY/UPDATE   OPEN      12/15/03
Court 2                                                            12:32:54
Rcpt D156651   Date 100103   Type _1_ (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

          Post Code BT01  Div C          Bond Amount ____200.00_
               Case 03-0612___  Party D01  Count __
               Name WILSON/DONNA/_____
          Depositor WILSON/DONNA/_____

                         Paydown Update/Delete
Del  Pay
'D'  Code  Date   Check No    Amount        Payee

 _   ____ _____ _____  _____  _____
 _   ____ _____ _____  _____  _____
 _   ____ _____ _____  _____  _____
 _   ____ _____ _____  _____  _____
 _   ____ _____ _____  _____  _____
 _   ____ _____ _____  _____  _____
          Paydown Total: _____  Bond Balance: ___200.00_
CONFIRMING - F23 to DELETE Entire RECORD

NXT ___ CASE _____  PTY ___  GAR# __ NAME _____
F1-Clear Screen  F23-Delete Record  F24-Previous Menu
```

✅ Deleting a Bond Paydown

Bond paydowns can be deleted by voiding the bond paydown receipt through the Cash module or through the BND screen. To delete a paydown using the BND screen:

- Type a **D** in the *Del* field

- Press **ENTER**. A message will display:
  CONFIRMING PAYDOWN DELETE - Enter to Proceed.

- Press **ENTER** to delete the paydown. A new message will display:
  Payment Deleted.

Bond paydown deletes are maintained on the BND screen and noted on bond reports, such as the All Activity Report and Open Bond List.

```
SUNNY SPRINGS        BOND/REST/TRUST/T&A INQUIRY/UPDATE  CLOSED      12/15/03
Court 2                                                 121503       13:53:05
Rcpt D156651   Date 100103   Type _1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

          Post Code BT01   Div C            Bond Amount ____200.00_
              Case 03-0612_   Party D01  Count __
              Name WILSON/DONNA/_____
          Depositor WILSON/DONNA/_____

                          Paydown Update/Delete
Del   Pay
'D'   Code   Date   Check No     Amount       Payee

 _    BD03 121203 51411          200.00   WILSON/DONNA/          PAYMENT DELETED
 _    BD03 121503 51411          200.00   WILSON/DONNA/_____
 _    ____ _____ _____       _____   _____
 _    ____ _____ _____       _____   _____
 _    ____ _____ _____       _____   _____
 _    ____ _____ _____       _____   _____
             Paydown Total:     200.00

_____
NXT ____ CASE _____ PTY ____ GAR# __ NAME _____
F1-Clear Screen  F5-Mod Case Info  F23-Delete Record  F24-Previous Menu  Help
```

⚡ **Warning!** Deleting a bond paydown that closed a bond will change the status to open. This has an impact on the open and closed bond lists. Bonds that were once closed will appear as though they were always open. See the JIS Cash User Guide for more details.

Bond Inquiries

Access to the bonds, restitution, trust, and trust & agency records can be specific to the type of record posted or include all types posted. All of the inquiries have a similar screen format. The only difference is in the column for *Type* and *Code.*

☑ Bond Alpha Inquiry (BDI)

This inquiry displays all cases that have bond records attached to a defendant or civil party, and is sorted by last name. Only bond records (Type 01) are included in this inquiry.

- Type **BDI** on the hop line
- Type a name or partial name in the *Name* field
- Press **ENTER**

```
SUNNY SPRINGS                    BOND NAME INQUIRY

       Name            Case     Pty Code Type Rcpt/Dt    Rcpt#    Amount Status
JACKSON/PHILIP/PAUL  03-0900-GC  D01 BT01  01  12/12/03 D121403    300.00 OPEN
JENKINS/MARQUITTA/   98-0600     D01 BT01  01  08/02/98 D103291    500.00 OPEN
JOHNSON/CLIFFORD/    03-1012A    D01 BT01  01
JOHNSON/JAMES/       01-1000     D01 BT01  01
JOHNSON/MARY/        03-1014A    P01 BT02  01       All BDI inquiries have a Code
JOHNSON/MARY/        03-1014A    P01 BT01  01   ←       of BT01, Bt02, etc.,
JOHNSON/MARY/        03-1014A    P01 BT01  01              and a Type
JOHNSON/MIKE/        03-1014A    D01 BT01  01                of 01
JOHNSON/PAUL/        02-1216E    D01 BT02  01
JOHNSON/PAUL/        03-1014A    D01 BT01  01
JOHNSON/PAUL/        03-1014A    D01 BT01  01
JOHNSON/PETER/JAMES  99-0511     D01 BT01  01  01/15/99 D131313    300.00 CLSD
JOHNSON/RALPH/       02-2000     D01 BT01  01  03/15/02 D200029    500.00 OPEN
JOHNSON/RALPH/       02-2000     D01 BT01  01  09/25/02 D101051    500.00 OPEN
JOHNSON/SALLY/       00-705      D01 BT01  01  07/18/00 D100507    400.00 OPEN
JOHNSON/WILMA/JANE   99-0002     D01 BT02  01  01/15/99 D422025    250.00 CLSD
JOHNSON/WILMA/JANE   99-0002     D01 BT01  01  11/23/99 D100398     50.00 CLSD

NXT BDI CASE _____ PTY ___ GARN# 00 NAME JAC_____

  Page/Roll       F7-Bond Inquiry From Line    F24-Previous Menu  MORE CASES
```

The result of this inquiry shows the first bond record found where the last name started with JAC.

✅ Restitution Alpha Inquiry (RSI)

This inquiry displays all cases that have restitution records attached to a defendant or civil party, and is sorted by last name. Only restitution records (Type 02) are included in this inquiry.

- Type **RSI** on the hop line
- Type a name or partial name in the *Name* field
- Press **ENTER**

```
SUNNY SPRINGS                    RESTITUTION NAME INQUIRY

        Name              Case      Pty Code Type Rcpt/Dt    Rcpt#    Amount Status
GREEN/PAUL/SCOTT          03-0002   D01 MYRS  02  02/10/03 D100033    427.50 CLSD
HARPER/JOHN/ALEXANDE      03-0411-GC D01 MYRS 02  12/01/03 D134665    100.00 OPEN
HENDERSON/MICHAEL/        02-1190   D01 MYRS  02  02/10/03 D100032    375.15 CLSD
PORTER/JUNE/ALICE         02-1212   D01 MYRS  02  03/10/03 D100080   3412.45 CLSD
```

**All RSI inquiries have a
Code of MYRS
and a Type of 02**

```
NXT RSI CASE _____ PTY ___ GARN# 00 NAME GREEN_____

 Page/Roll    F7-Restitution Inquiry From Line    F24-Previous Menu
```

The result of this inquiry shows the first restitution record found where the last name started with GREEN.

☑ Trust Alpha Inquiry (TRI)

This inquiry displays all cases that have trust records attached to a defendant or civil party, and is sorted by last name. Only trust records (Type 03) are included in this inquiry.

- Type **TRI** on the hop line
- Type a name or partial name in the *Name* field
- Press **ENTER**

```
SUNNY SPRINGS                    TRUST NAME INQUIRY

        Name              Case       Pty Code Type Rcpt/Dt    Rcpt#      Amount Status
BISHOP/JOHN/EDWARD        03-9999    P01 MYTR  03  01/18/00 D100409      500.00 OPEN
BORUCKI/RICHARD/          03-5320    P01 MYTR  03  09/05/00 D100573      150.75 OPEN
BROWN/ENRIQUES/JAJAU      99-0031    D01 MYTR  03  11/01/00 D919191      500.00 CLSD
EVANS/PARKER/             03-4887-GC P01 MYTR  03  11/27/00 D100746      300.00 OPEN
HANKS/HENRY/              02-0914    D01 MYTR  03                        300.00 OPEN
JOHNSON/ROBERT/           03-5633    D01 MYTR  03                        200.00 OPEN
JONES/GEORGE/             03-3000    P01 MYTR  03                         55.69 OPEN
JONES/ROBERT/             98-4344-GC D02 MYTR  03    All TRI inquiries have a 2400.00 CLSD
KRAFT/KELLY/RAE           03-0110-GC D01 MYTR  03 ←    Code of MYTR        33.00 OPEN
MACKIN/ZODI/              03-4165    P01 MYTR  03     and a Type of 03   250.00 CLSD
MCENTIRE/JOHN/E           03-400-LT  D01 MYTR  03                        300.00 CLSD
PARKER/MAXWELL/           02-1107A   D01 MYTR  03                        333.22 OPEN
ROBERTS/ELAINE/           03-0414A   D01 MYTR  03                        200.00 OPEN
SCHMIDT/DANIEL/           98-1111    P01 MYTR  03  02/28/03 D101227       55.59 CLSD
SMITH/KAREN/              03-0401B   P01 MYTR  03  02/28/03 D101233      100.00 OPEN
SMITH/KAREN/              03-0414A   P01 MYTR  03  04/14/03 D889447      175.00 OPEN
STREVEL/DENNIS/           03-0331B   P01 MYTR  03  02/28/03 D101230      500.00 OPEN

NXT TRI CASE _____ PTY ___ GARN# 00 NAME B_____

 Page/Roll       F7-Trust Inquiry From Line    F24-Previous Menu  MORE CASES
```

The result of this inquiry shows the first trust record found where the last name started with B.

☑️ All Alpha Inquiry (AAI)

This inquiry displays cases that have all types of trust records attached to a defendant or civil party, and is sorted by last name.

- Type **AAI** on the hop line
- Type a name or partial name in the *Name* field
- Press **ENTER**

```
SUNNY SPRINGS                    TOTAL ALPHA INQUIRY

       Name            Case     Pty Code Type Rcpt/Dt    Rcpt#     Amount Status
BISHOP/JOHN/EDWARD    03-9999    P01 MYTR  03  01/18/00 D100409    500.00 OPEN
BISHOP/JOSEPH/P       99-5500    D01 BT01  01  04/01/02 D234323    500.00 CLSD
BISHOP/TONY/          01-1010    D01 MYRS  02  02/01/02 D100877    100.00 OPEN
BISMARK/CONS                     D01 BT01  01  01/07/02 D109348    200.00 OPEN
BLAKLEY/LEWI                     D01 BT01  01  11/21/02 D101166    200.00 OPEN
BOND/JAMES/                      D01 BT01  01  02/16/01 D100812    100.00 OPEN
BOND/WILLIAM       AAI inquries  D01 BT01  01  02/17/00 D100448    100.00 OPEN
BONFIRE/THOM      include all Trust P01 BT01 01  02/28/03 D101242  100.00 OPEN
BORUCKI/RICH      and Agency Code P01 MYTR 03  09/05/00 D100573    150.75 OPEN
BOSCH/DAVID/          Types      D01 MYRS  02  05/01/97 D301443    415.45 CLSD
BOWEN/LINDA/                     D01 MYRS  02  02/16/01 D100802    100.00 OPEN
BOWERS/MATTH                     D01 BT02  01  01/30/99 D103001    100.00 OPEN
BOWLS/KEITH/                     P01 BT01  01  09/20/02 D101027    400.00 OPEN
BRADY/CHRIST                     D01 BT01  01  06/14/98 D302030    600.00 OPEN
BRADY/CHRISTOPHER/    98-0300    D01 BT01  01  12/16/98 D402023    200.00 OPEN
BRADY/JAMES/          02-0050    D01 BT01  01  02/17/00 D100449    100.00 OPEN
BRANCH/RAYMOND/S JR   01-0226    D01 BT01  01  02/26/01 D100827    500.00 OPEN

NXT AAI CASE _____ PTY ___ GARN# 00 NAME BISHOP _____

  Page/Roll       F7-Inquiry From Line         F24-Previous Menu   MORE CASES
```

The result of this inquiry shows the first trust & agency record found where the last name started with BISHOP.

```
SUNNY SPRINGS               BOND NAME INQUIRY

      Name           Case    Pty Code Type Rcpt/Dt  Rcpt#     Amount Status
BISHOP/JOSEPH/P       99-5500  D01 BT01  01  04/01/02 D234323   500.00 CLSD
BISMARK/CONSTANCE/L   02-0150  D01 BT01  01  01/07/02 D109348   200.00 OPEN
BLAKLEY/LEWIS/        03-014-GC D01 BT01  01  11/21/02 D101166   200.00 OPEN
BOND/JAMES/           01-2031  D01 BT01  01  02/16/01 D100812   100.00 OPEN
BOND/WILLIAM/         02-0011  D01 BT01  01  02/17/00 D100448   100.00 OPEN
BONFIRE/THOMAS/       02-0400D D01 BT01  01  02/28/03 D101242   100.00 OPEN
BOWERS/MATTHE          91/30/99 D103001  100.00 OPEN
BOWLS/KEITH/                            9/20/02 D101027   400.00 OPEN
BRADY/CHRISTC    Using your mouse or your up arrow key,  6/14/98 D302030   600.00 OPEN
BRADY/CHRISTC    position your cursor anywhere on the line  2/16/98 D402023   200.00 OPEN
BRADY/JAMES/     of the case you want to access and press  2/17/00 D100449   100.00 OPEN
BRANCH/RAYMON              F7          2/26/01 D100827   500.00 OPEN
BRANCH/RAYMON                          2/26/01 D100832   500.00 OPEN
BRANDT/WILLIAM                         04/20/98 D404022   500.00 CLSD
BROOKS/DANIELLE/      02-0876  D01 BT01  01  09/24/02 D101046   100.00 OPEN
BROWN/ROCKY/          02-926A  D01 BT01  01  09/25/02 D101065   250.00 OPEN
CAMPBELL/DAVID/       98-0925  P01 BT01  01  09/21/98 D100172   100.00 CLSD

NXT BDI CASE _____ PTY ___ GARN# 00 NAME BISHOP_____

 Page/Roll       F7-Bond Inquiry From Line      F24-Previous Menu  MORE CASES
```

Once you have done an inquiry, you may access more information about the record by placing your cursor anywhere on the line of the record and pressing **F7**. This will move you directly to the BND screen where further updating and inquiry can be made.

```
SUNNY SPRINGS        BOND/REST/TRUST/T&A INQUIRY/UPDATE   OPEN       1/16/04
Court 2                                                             14:44:30
Rcpt D101166  Date 112102  Type _1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

          Post Code BT01  Div I        Bond Amount ____200.00_
          Case 03-014-GC   Party D01  Count _1
          Name BLAKLEY/LEWIS/_____
     Depositor BLAKLEY/LEWIS/_____

                      Paydown Update/Delete
Del  Pay
'D'  Code  Date   Check No    Amount      Payee
_    ▮___ _____ _____ _____ _____
_    ____ _____ _____ _____ _____
_    ____ _____ _____ _____ _____
_                                      _____
_         Now you are on the Bond Update screen and  _____
_         can make further inquiry, modify case      _____
_         information, pay down the bond, etc.    Bond Balance: ____200.00_


NXT ___ CASE _____ PTY ___ GAR# __ NAME _____
F1-Clear Screen  F5-Mod Case Info  F23-Delete Record  F24-Previous Menu  Help
```

See the Cash User Guide for more detailed information about bonds and reports.

Inquiry Screens

The inquiry screens discussed in this chapter are "display only" and have no data input ability. They summarize or contain information added via the cash or civil update screens.

There are two ways to do inquiries:

Inquiry by Name:

- Partial Name (NAM)

- Soundex (SDX)

- Central Name Index (CNI)

- Party History Inquiry (PHI)

Inquiry by Case Number:

- Register of Actions (ROA)

- Financial Register of Actions (FIN)

- Parties Status (STS)

- Garnishment Summary (GAQ)

Note: Bond, Trust and Restitution Inquiries are described in Chapter 3-Bond & Trust

Inquiry by Name

Each of the inquiries are described in full on the following pages.

Screen Name	Hop Code	Information required for *Name* field	Function
Partial Name	**NAM**	All or part of a full name	A name inquiry screen for all or part of a defendant's name.
Soundex (Sound alike)	**SDX**	Last name that sounds like the name you are looking for	A name inquiry screen for last names that sound alike.
Central Name Index	**CNI**	All or part of a full name	A name inquiry screen for all or part of a defendant's name. Access includes traffic/criminal and civil modules and all JIS courts on the same AS/400, i.e. Circuit, Probate/Juv, and District.
Party History Inquiry	**PHI**	All or part of a full name	History of all cases for the name specified. This search includes active and purged case information.

Partial Name/Name Inquiry (NAM)

Use this inquiry to access limited information about a case when you have all or part of the defendant's last name. You can begin a search with as few as one character in the *Name* field.

1. Type **NAM** in the *NXT* field on the hop line

2. Type the last name or portion of the last name in the *Name* field (remember to use slashes when including more than the last name)

3. Press **ENTER**

```
SUNNY SPRINGS            CIVIL  ONLINE  NAME  INQUIRY
Court 2
   Case       Type Pty    Name                    Opposing Party        Sts

 1 00-1235    GC   P01    JACKSON/CHERYL/          SMITH/DANNY/A JR      PEND
 2 00-5234    GC   P01    JACKSON/CHERYL/          SMITH/DANNY/A JR      CLSD
 3 99-0401    GC   P01    JACKSON/FLORENCE/A       MCDONALD/DENISE/L     CLSD
 4 98-810            JACKSON/FRANCIS/              SEALED
 5 02-0001B   GC   D01    JACKSON/JUDITH/A         JOHNSON/ERIC/         CLSD
 6 04-0109    SC   P01    JACKSON/PAUL/EARL        MAYNARD/WILMA/JUNE    PEND
 7 98-08033   SC   D01    JACOBS/MARTHA/           LABELLE/MARSHA/       CLSD
 8 04-0123    LT   P01    JAHNSON/ERIC/            RUSHING/ERMA/         CLSD
 9 00-0918    GC   D01    JAKOWSKI/CONSTANCE/      FRANK/ERMA/           GARN
10 01-10101   SP   P01    JAMES/DELORES/           RODGERS/DEBRA/        CLSD
11 98-08031   GC   D01    JAMES/NANCY/MAIRE        WATTERS/BETTY/        CLSD
12 01-0036    GC   P01    JANNIS/HELEN/            ELBERTS/ANTHONY/S     CLSD
13 04-0601    GC   D01    JANNORS/JEFFREY/P        JOHNSON/PETER/S       DISP
14 04-0601    GC   R01    JANNORS/JEFFREY/P        JOHNSON/PETER/F       DISP
15 00-0832    SC   D01    JASIP/GLENN/             CHELLING/ROBERT/P     WRNT



NXT ___  CASE _____ PTY ___ GAR# __ NAME JACKSON/CHERYL_____
   Page/Roll        F7-ROA From Line      F24-Previous Menu       Help
```

Name inquiry for Cheryl Jackson.

To save time, the line numbers on the left side of the screen (1-15) can be substituted in place of the case number in the *Case* field on the hop line when you hop to another inquiry or update screen.

Case number, case type and party are displayed for each case listed. All civil case types are included. The name displayed in the *Name* column corresponds to the party type listed. You will see the *Opposing Party* in the next column.

```
 8 04-0215    GC   D01 DBA DODGE CAR WASH//          FULLER/JUDITH/       PEND
```

When an alternate name has been entered on the Case screen, the Alt-Code will appear in the space before the name on the Name Inquiry screen.
DBA=doing business as

This inquiry is also available at a public access terminal. For that reason, sealed cases only display a name and case number.

The *Sts* (status) column will contain one of the following:

PEND	Not all defendants have a disposition
CLSD	All defendants have a disposition
GARN	A garnishment is filed against one or more defendants
DISP	A closed case with a future scheduled event
WRNT	A warrant is filed against one or more defendants

```
SUNNY SPRINGS          CIVIL  ONLINE  NAME  INQUIRY
Court 2
    Case     Type Pty    Name                    Opposing Party        Sts

  1 00-1235   GC  P01   JACKSON/CHERYL/          SMITH/DANNY/A JR       PEND
  2 00-5234   GC  P01   JACKSON/CHERYL/          SMITH/DANNY/A JR       CLSD
  3 99-0401   GC  P01   JACKSON/FLORENCE/A       MCDONALD/DENISE/L      CLSD
  4 98-810           JACKSON/FRANCIS/              SEALED
  5 02-0001B  GC  D01   JACKSON/JUDITH/A         JOHNSON/ERIC/          CLSD
  6 04-0109   SC  P01   JACKSON/PAUL/EARL        MAYNARD/WILMA/JUNE     PEND
  7 98-08033  SC  D01   JACOBS/MARTHA/           LABELLE/MARSHA/        CLSD
  8 04-0123   LT  P0                             RUSHING/ERMA/          CLSD
  9 00-0918   GC                                 RANK/ERMA/             GARN
 10 01-10101  SP                                 DGERS/DEBRA/           CLSD
 11 98-08031  GC                                 TTERS/BETTY/           CLSD
 12 01-0036   GC                                 LBERTS/ANTHONY/S       CLSD
 13 04-0601▮  GC  D01   JANNORS/JEFFREY/P        JOHNSON/PETER/S        DISP
 14 04-0601   GC  R01   JANNORS/JEFFREY/P        JOHNSON/PETER/F        DISP
 15 00-0832   SC  D01   JASIP/GLENN/             CHELLING/ROBERT/P      WRNT


NXT ___  CASE _____ PTY R01 GAR# __ NAME JACKSON/CHERYL_____
   Page/Roll          F7-ROA From Line      F24-Previous Menu      Help
```

To quickly move to the ROA for a case on this screen, position your cursor anywhere on the line and press F7-ROA from Line.

-OR-

```
SUNNY SPRINGS          CIVIL  ONLINE  NAME  INQUIRY
Court 2
    Case     Type Pty    Name                    Opposing Party        Sts

  1 00-1235   GC  P01   JACKSON/CHERYL/          SMITH/DANNY/A JR       PEND
  2 00-5234   GC  P01   JACKSON/CHERYL/          SMITH/DANNY/A JR       CLSD
  3 99-0401   GC  P01   JACKSON/FLORENCE/A       MCDONALD/DENISE/L      CLSD
  4 98-810           JACKSON/FRANCIS/              SEALED
  5 02-0001B  GC  D01   JACKSON/JUDITH/A         JOHNSON/ERIC/          CLSD
  6 04-0109                JACKSON/PAUL/EARL      MAYNARD/WILMA/JUNE     PEND
  7 98-08033               RTHA/                 LABELLE/MARSHA/        CLSD
  8 04-0123                C/                     RUSHING/ERMA/          CLSD
  9 00-0918                NSTANCE/              FRANK/ERMA/            GARN
 10 01-10101              RES/                   RODGERS/DEBRA/         CLSD
 11 98-08031              /MAIRE                 WATTERS/BETTY/         CLSD
 12 01-0036               EN/                    ELBERTS/ANTHONY/S      CLSD
 13 04-0601               FFREY/P                JOHNSON/PETER/S        DISP
 14 04-0601               JEFFREY/P              JOHNSON/PETER/F        DISP
 15 00-0832   SC  D01   JASIP/GLENN/             CHELLING/ROBERT/P      WRNT


NXT ROA CASE 13_____ PTY ___ GAR# __ NAME JACKSON/CHERYL_____
   Page/Roll          F7-ROA From Line      F24-Previous Menu      Help
```

Type ROA in the *Nxt* field and the line number in the *Case* field; press ENTER. This works for any screen you want to hop to - just use the appropriate 3-letter hop code.

Page down to scroll to the end of the alphabet and page up to the point of your original request.

In this example, to find a name that would appear before Jackson, type **NAM** in the *Nxt* field and the last name in the *Name* field; press **ENTER**.

☑ Soundex Inquiry (SDX)

Use this inquiry to search for last names that *sound* alike.

    1. Type **SDX** in the *NXT* field on the hop line

    2. Type the last name how it sounds in the *Name* field

    3. Press **ENTER**

```
SUNNY SPRINGS              CIVIL   ONLINE   SOUNDEX   INQUIRY
Court 2
   Case        Type Pty    Name                    Opposing Party        Sts

 1 04-0002      SC  P01 DBA PAYNE/DINAH/            MOELLER/JONATHAN/DDS  CLSD
 2 97-100       SC  D01     PAYNE/DINAH/            STREVEL/KAREN/        CLSD
 3 98-01010     SC  P01     PAYNE/DINAH/            WAYNE/JOHN/           CLSD
 4 98-08051     GC  D02     PAYNE/DINAH/            HANNA/DAVID/          CLSD
 5 99-5543                  PAYNE/DINAH/                   SEALED
 6 98-3335                  PAYNE/DINAH/MADGE              SEALED
 7 01-0024      GC  D01     PAYNE/DORIS/            YOUNG/PHILLIP/        CLSD
 8
 9
10
11
12
13
14
15



NXT ___  CASE 00-1024SC  PTY ___  GAR# __  NAME PAIN/_____
  Page/Roll         F7-ROA From Line          F24-Previous Menu        Help
```

This inquiry displays all cases with a last name that "sounds like" Pain.

☑ Party History Inquiry (PHI)

Key information is maintained in this file even after a case has been purged from the system.

    1. Type **PHI** in the *NXT* field on the hop line

    2. Type the name in the *Name* field

    3. Press **ENTER**

```
SUNNY SPRINGS               PARTY HISTORY INQUIRY                1/28/04
                                                                09:45:14
NAME: SMITH/JUDY                                    CASE TYPE:  __
SELECTION:   ___
REC            ALT                                               PURGE
NUM  TYPE PTY NAM NAME                   OPPOSING PARTY           DATE
  1   LT  P01 ___ SMITH/JUDY/ELIZABETH   TUFF/EDWARD/GRAHAM JR   _____
  2   GC  P01 ___ SMITH/JUDY/KAITLIN     WILLIAMS/ANTHONY/       _____
  3   SP  D01 ___ SMITH/JUDY/M           OLD KENT BANK//         _____
  4   GC  P01 ___ SMITH/JUDY/M           DONALDSON/JOHN/         _____
  5   SP  P01 ___ SMITH/JUDY/M           ZELLER/GORDON/PAUL      _____
  6   GC  D03 ___ SMITH/JUDY/M           JOHNSON/BETTY/          _____
  7   SC  P01 ___ SMITH/JUDY/M           HARKINS/JAMES/MICHAEL   _____
  8   GC  P01 ___ SMITH/JUDY/M           HARKINS/JAMES/MICHAEL   _____
  9   SC  P01 ___ SMITH/JUDY/M           WILLIAMS/ANTHONY/       _____
 10   GC  P01 ___ SMITH/JUDY/M           GREEN/PAUL/ALBERT       12/31/01
 11   SC  P01 ___ SMITH/JUDY/M           HARBINS/MATTHEW/J       _____




NXT ___  CASE 98-1010-GC PTY ___  GAR# __  NAME SMITH/JUDY_____
F1-Clear Screen   F5-Name list-match on Case Type   F6-History all
F9-Print History  F24-Previous Menu   HELP
```

Here are all of the cases where Judy Smith is a party.

```
SUNNY SPRINGS                                                   1/28/04
                                                                09:47:37
                       To narrow the list to cases involving Judy M. Smith,
NAME: SMITH/JUDY/M ◄── change the name in the Name field and press ENTER.
SELECTION:   ___
REC            ALT                                               PURGE
NUM  TYPE PTY NAM NAME                   OPPOSING PARTY           DATE
  1   SP  D01 ___ SMITH/JUDY/M           OLD KENT BANK//         _____
  2   GC  P01 ___ SMITH/JUDY/M           DONALDSON/JOHN/         _____
  3   SP  P01 ___ SMITH/JUDY/M           ZELLER/GORDON/PAUL      _____
  4   GC  D03 ___ SMITH/JUDY/M           JOHNSON/BETTY/          _____
  5   SC  P01 ___ SMITH/JUDY/M           HARKINS/JAMES/MICHAEL   _____
  6   GC  P01 ___ SMITH/JUDY/M           HARKINS/JAMES/MICHAEL   _____
  7   SC  P01 ___ SMITH/JUDY/M           WILLIAMS/ANTHONY/       _____
  8   GC  P01 ___ SMITH/JUDY/M           GREEN/PAUL/ALBERT       12/31/01
  9   SC  P01 ___ SMITH/JUDY/M           HARBINS/MATTHEW/J       _____




NXT ___  CASE 98-1010-GC PTY ___  GAR# __  NAME SMITH/JUDY_____
F1-Clear Screen   F5-Name list-match on Case Type   F6-History all
F9-Print History  F24-Previous Menu   HELP
```

Now only cases involving Judy M. Smith are displayed.

At this point, you can get a history of all cases by pressing **F6-History all**, or you can narrow your search even more by specifying a case type and pressing **F5-Name list-match on Case Type**.

```
SUNNY SPRINGS              PARTY HISTORY INQUIRY              1/28/04
                                                             09:58:30
NAME: SMITH/JUDY/M                          CASE TYPE:  SP
SELECTION: ___
 REC       ALT                                               PURGE
 NUM TYPE PTY NAM NAME                  OPPOSING PARTY        DATE
  1   SP  D01 ___ SMITH/JUDY/M          OLD KENT BANK//       _____
  2   SP  P01 ___ SMITH/JUDY/M          ZELLER/GORDON/PAUL    _____
```

Two more options are available:

• Identify the Rec Num (record number) of the case history you want to view in the *Selection* field; press **ENTER**.

```
SUNNY SPRINGS              PARTY HISTORY INQUIRY              1/28/04
                                                             10:06:14
NAME: SMITH/JUDY/M         In the Selection field, type in the record number    SP
SELECTION:  2              of the case you wish to view. Press ENTER.
 REC       ALT                                               PURGE
 NUM TYPE PTY NAM NAME                  OPPOSING PARTY        DATE
  1   SP  D01 ___ SMITH/JUDY/M          OLD KENT BANK//       _____
  2   SP  P01 ___ SMITH/JUDY/M          ZELLER/GORDON/PAUL    _____
```

```
SUNNY SPRINGS              PARTY HISTORY INQUIRY                   PEN

NAME: SMITH/JUDY/M                          CASE NO.: 04-0191    SP
Judge: GEORGE W. CROCKETT III          Bar No: 12345
                                   FILE      DISPO      LAST-TRIGGER
 PTY NAME                    ATTY  DATE   DATE  CODE   DATE   CODE
 P01 SMITH/JUDY/M            45154 12204  _____ _____  12204  HRC    _
 D01 ZELLER/GORDON/PAUL      _____ 12204  _____ _____  12404  SCS93  _  _
```

After pressing ENTER, the party history is displayed for the record number selected. This option gives you a history of _all_ parties on the case.

- The second option is to leave the *Selection* field blank and press **F6**-**History all**.

```
SUNNY SPRINGS              PARTY HISTORY INQUIRY                1/28/04
                                                               10:23:45
NAME: SMITH/JUDY/M_____
SELECTION:  ___
RECORD   CASE                         FILE      DISPO      LAST-TRIGGER
NUMBER   NUMBER    PTY TYPE JUDGE ATTY DATE   DATE   CODE   DATE   CODE
  1      01-3255   D01  SP  20230 _____ 10301  20101  JGE67  30101  JGZ     C
  2      04-0189   P01  GC  12345 45154 12204  _____  _____  12204  SCF     _
  3      04-0191   P01  SP  12345 45154 12204  _____  _____  12204  HRC     _
  4      2002-0102 D03  GC  12345 _____ 10202  102603 DSE20  102603 DSE20   C
  5      97-1010   P01  SC  12345 _____ 110998 92601  ORE25  92601  ORE25   C
  6      97-1010GC P01  GC  12345 _____ 92601  _____  _____  92601  ORE25   _
  7      98-1010   P01  SC  12345 _____ 110998 111098 ORE25  111098 ORE25   C
  8      98-1102   P01  GC  12345 32323 20198  33198  DSE    33198  DSE     P
  9      99-1010   P01  SC  12345 _____ 110998 _____  _____  40199  BTC     C
```

C - case closed
P - case purged
A blank field means the case is open

```
NXT ___  CASE 01-3255___ PTY ___ GAR# 00 NAME SMITH/JUDY_____

F1-Clear Screen  F9-Print History  F24-Previous Menu  HELP
```

Once the history is display for the named party, you can use the *Selection* field on this screen to identify a record number for further inquiry.

```
SUNNY SPRINGS              PARTY HISTORY INQUIRY                CLSD

NAME: SMITH/JUDY/M_____  CASE NO.: 01-3255___ SP
Judge: STEVEN R. SERVAAS_____ Bar No: 20230
                                FILE      DISPO      LAST-TRIGGER
PTY NAME                   ATTY DATE   DATE   CODE   DATE   CODE
P01 OLD KENT BANK//_____ 34323 10301  _____  _____  10301  SCF     _ C
D01 SMITH/JUDY/M_____ _____ 10301  20101  JGE67  30101  JGZ     S C
D02 BETTS/JAMES/_____ _____ 10301  12804  ORR56  12804  ORR56   B C
```

This column is party specific.
S-judgment satisfied
B-bankruptcy stay

The history can be printed by pressing **F9**.

☑️ Central Name Index (CNI)

This inquiry will provide information and ROA access for all Traffic, Criminal, Probation and Civil cases.

You can also access information from other courts who share your AS400 and use JIS software, including other District Courts, Circuit and/or Probate Courts.

To access the Central Name Index screen:

    1) Type **CNI** in the *NXT* field on the hop line

    2) Press **ENTER**

```
                        CENTRAL NAME INDEX


    The Central Name Index contains the names of persons associated with
    cases that have been entered on the computer.

    To locate a particular name, type in the person's LAST NAME in the
    space below.  Then press the ENTER key.

    A list of names will be displayed beginning with the name that most
    closely matches the one you selected.




    Enter Surname Here:  _____

                    Press the ENTER key to continue






F1=HELP        F3=Exit
```

First Screen of Central Name Index (CNI)

To locate a particular name in the index:

    1. Type the last name or full name (last/first/middle) in the *Enter Surname Here* field

    2. Press **ENTER**

You will see a screen like this:

```
                        CENTRAL NAME INDEX
Type in an option. Press ENTER.
Options:  1=Display Case Summary    2=Print Case Summary to OUTQ  PRT04
          Position to Name: _____

Opt Name                               ate  Party Court Case    ype   Sts
    CTN          Attorney                          ID   Petiti output  Pub
------------------------------------                ---------- queue  -------
 _  WILLIAMS AND SONOMA//                A---  P01  D9990 98001 where the  GC C
 _  WILLIAMS DISTRIBUTING C(name or full name A--- P 001 C4803 89-011 ROA will CZ C
 _  WILL  MS//               (last/first/middle) A--- D01  D9990 99-016  print  LT C
 _  W                         here and press  A---  SE   P44  00017103          SE C
 _                               ENTER.      ---NA--- SUT  P44  00017103          SE C
 _  W                                        ---NA--- GD   P44  00016848          GD C
 _  WILL  MS/ADA/B                           ---NA--- LIP  P44  00016848          GD C
 _  WILLIAMS/ADA/B                           ---NA--- WSK  P44  91028664          TR O
 _  WILLIAMS/ADAM/                           ---NA--- P01  D9992 03-0401C          GC C
 _  WILLIAMS/ALBERT/                         ---NA--- SE   P44  00006552          SE C
 _  WILLIAMS/ALICE/E                         ---NA--- SE   P44  00009951          SE C
 _  WILLIAMS/ALICE/E                         ---NA--- SUI  P44  00009951          SE C
                                                                        More...


F1=HELP   F3=Exit   F5=Work w/Output   F11=Alternate View   Pageup/down=More Names
```

Callouts on screen: "To inquire on another name, enter the last name or full name (last/first/middle) here and press ENTER." / "Enter a 1 here to display ROA Enter a 2 here to print ROA" / "This is the output queue where the ROA will print"

Central Name Index beginning with Williams

To obtain help on any field on this screen, place your cursor on the field and press **F1**.

Inquiry by Case Number

Each of the inquiries are described in full on the following pages.

Screen Name	Hop Code	Information required for Inquiry	Function
Register of Actions	**ROA**	Case number	A complete case history in chronological order.
Financial Register of Actions	**FIN**	Case number	A complete record of financial receipts.
Party Status	**STS**	Case number	Key elements of the case - trigger codes, status, critical dates, projected dates, caseload code and disp date.
Garnishment Summary	**GAQ**	Case and Pty (party) number	Garnishment history of a specific case for a specific party.

Register of Actions (ROA)
Register of Actions Print (RAP)

The Register of Actions is a case history which contains the entire history of the case and starts when the case is initially entered on the system. All actions are displayed in chronological order under *Actions, Judgments, Case Notes*. Where the Actions Update screen uses a series of codes to update the system, the ROA "spells out" those codes in abbreviated statements.

In addition to the case history, the ROA displays the status of the case in the top right corner of the screen/page. Individual party status is reflected in the body of the ROA. The current date and time is displayed/printed at the end of the register. Each item of information added to the ROA reflects the initials of the clerk who updated the information. Bond and/or Trust actions are also displayed.

To view the Register of Actions:

1. Type **ROA** in the *NXT* field on the hop line
2. Type the case number in the *Case* field
3. Press **ENTER**

```
                                                                   PEND
    Court 2  Case 04-0215      Type GC  File Date  11604  Judge CROCKETT,GEORGE W.
    P01 FULLER/JUDITH/                      D01 DODGE/MATTHEW/PAUL

    STATE OF MICHIGAN                              CASE NO: 04-0215      GC
    99-2 JUDICIAL DISTRICT   REGISTER OF ACTIONS    STATUS: PEND


    Court Address 27777 FRANKLIN ROAD-SUITE 1300            Court Telephone
                  SUNNY SPRINGS        MI  48034            (248) 555-9999

                                   JUDGE: CROCKETT,GEORGE W.,III        P-12345


                                                        Attorney
    P01   PLAINTIFF                 (PEND)          P-32547
          FULLER/JUDITH/                            HOSLET,GARY E.,
          4155 OAK DRIVE                            807 HOLLYWOOD AVE
          SOUTHFIELD        MI 48034                GROSSE POINTE WO MI 48236
          (248) 514-3322                            (313) 885-3086

    NXT ___ CASE 04-0215___ PTY ___ GAR# __ NAME DODGE_____
    F1-Top  F2-Bottom  F3/F24-Previous Menu  F9-Print  F13-OutQ  Roll-Page  Help
```

First screen/page of ROA. Use F2-Bottom to quickly move to the last page of actions added to the Register.

Case status

```
                                                                   PEND
    Court 2  Case 04-0215      Type GC  File Date  11604  Judge CROCKETT,GEORGE W.
    P01 FULLER/JUDITH/                      D01 DODGE/MATTHEW/PAUL


    D01   DEFENDANT                 (PEND)          P-31212
          DODGE/MATTHEW/PAUL                        LANDAU,MARK G.,
    (DBA)DODGE CAR WASH//                           31731 NORTHWESTERN HWY # 15
          543 MAPLE COURT                           FARMINGTON HILLS MI 48334
          FARMINGTON        MI 48043                (248) 855-8808


    D02   DEFENDANT                 (CLSD) ←──────  Individual party status
          DODGE/DORIS/
          543 MAPLE COURT
          FARMINGTON        MI 48043

                                              Bond History will show on next screen
    BOND HISTORY:        ←──────

    NXT ▌__ CASE 04-0215___ PTY ___ GAR# __ NAME _____
    F1-Top  F2-Bottom  F3/F24-Previous Menu  F9-Print  F13-OutQ  Roll-Page  Help
```

As you page down, more party information is displayed.

Bond History

```
                                                                    PEND
      Court 2  Case 04-0215      Type GC  File Date  11604  Judge CROCKETT,GEORGE W.
      P01 FULLER/JUDITH/                      D01 DODGE/MATTHEW/PAUL
      PTY  RCPT DT    NO.    ACTION     TYPE       CHECK          AMOUNT  STAT CLRK
      D01  1/21/04 D136970 1/28/04  CASH                          300.00  OPEN KJS

        DATE                      ACTIONS, JUDGMENTS, CASE NOTES           INITIALS

      01/16/04
         P01          SUMM & COMP   FILED                 DAVIS,LINDEN G. P-32543 KJS
         D01          SUMM & COMP   ISSUED (ATTY   )              $2,500.00        KJS
                      FILING FEE PAID      $ 65.00  RCPT # D12365               KJS
                      CHECK TENDERED 7012                                      KJS
         D02          SUMM & COMP   ISSUED                                     KJS
      01/17/04
         D01          SUMM & COMP  PERSONALLY SERVED                          KJS
                      (R SMITH)                              $12.50
         D02          SUMM & COMP  PERSONALLY SERVED                          KJS
                      (R SMITH)                              $12.50
      01/21/04
         D01          APPEARANCE  FILED              LANDAU,MARK G., P-31212 KJS

      NXT ___ CASE 04-0215___ PTY ___ GAR# __ NAME _____
      F1-Top  F2-Bottom  F3/F24-Previous Menu  F9-Print  F13-OutQ  Roll-Page  Help
```

Actions, Judgments and Case Notes follow in chronological order.

```
                                                                    PEND
      Court 2  Case 04-0215      Type GC  File Date  11604  Judge CROCKETT,GEORGE W.
      P01 FULLER/JUDITH/                      D01 DODGE/MATTHEW/PAUL
         D01          ANSWER  FILED                                           KJS
      01/23/04
         ALL          PRE-TRIAL  SCHEDULED                                    KJS
                                    02/24/04  02:00P
      01/28/04
         D02          DISMISSAL BY PLAINTIFF ENTERED                          KJS

      *** END OF REGISTER *** 01/28/04 13:31 DCY 252 (6/82) CIVIL REGISTER OF ACTIONS








      NXT ___ CASE 04-0215___ PTY ___ GAR# __ NAME _____
      F1-Top  F2-Bottom  F3/F24-Previous Menu  F9-Print  F13-OutQ  Roll-Page  Help
```

Quickly move back to the first page of the ROA by using F1-Top.

Print options and more examples of the Register of Actions can be found in Chapter 6-Forms, Labels & Mailers.

✅Financial Register of Actions (FIN)

The Financial Register of Actions is a list of all receipts created through the Cash module for the case requested.

To access a Financial Register of Actions:

1. Type **FIN** in the *NXT* field of the hop line

2. Type the case number in the *CASE* field of the hop line

3. Press **ENTER**

You will see a screen like this:

```
SUNNY SPRINGS                                                      PEND
Court 2  Case 04-0201     Type GC
P01 FULLER/JUDITH/                    VS    D01 FARR/DOROTHY/
LAST RECEIPT:      50.00    D101606   1/29/04


                    CIVIL FINANCIAL REGISTER of ACTIONS
        DATE      PARTY  CODE - DESCRIPTION    CHECK #       AMOUNT    RECEIPT

        1/28/04   P01    STF2   CVS $28                       28.00    D101602
                  P01    CVL2   CVF $17                       17.00    D101602
                              CHECK         7098
        1/29/04   D01    JURY   JURY DEMAND                   50.00    D101606
                              CHECK         3290










 NXT FIN CASE 04-0201    PTY ___  GAR# 00 NAME _____
 F9-Print Roa   F13-OutQ  F24-Prior Screen   HELP
```

Only the primary plaintiff and primary defendant are displayed at the top of the screen, but all receipts will be listed. The party who tendered the money is identified in the *Party* column.

✅ Parties Status (STS)

The Parties Status screen displays key pieces of information at a glance. It can be used:

- when making conference calls - all phone numbers are displayed in one place
- to answer inquiries like: Is the defendant served yet? When can I file a default judgment? How long before the case is dismissed for no progress?
- to see how the case was counted for caseload purposes
- to view the current status of the case and/or a specific party
- to reveal deleted actions and/or determine entry date of actions

In addition to displaying actions and events, it also calculates future dates based on trigger codes entered on the Actions Update screen. Those dates include:

- Summons expiration date (based on filing date and extensions granted)
- Answer due date or Default Entry date (based on service)
- No progress date (based on date of last trigger code entered)

To access the status screen:

1. Type **STS** in the *NXT* field on the hop line
2. Type the case number in the *Case* field
3. Press **ENTER**

```
SUNNY SPRINGS                    CIVIL  PARTIES  STATUS               PEND
Court 2   Case 04-0110        Type GC  File Date  1/08/04 Judge 12345
                                 Caseload Disp Date: _____   Code: _____
P01  LARSON/JAMES/P                       Phone  :              Filed  : 010804
Att: BEIER,RONALD E.,II                   Phone  : 734 658-8971 Sum/Exp:
Last Trigger Code: SCF    10804           Srv    :              Ans/Due:
Next Trigger Code:                        Ans    :              NoPrg  :
        Disposed:
          Status: PEND
D01  WATSON/PAUL/J                        Phone  : 248 115-4543 Filed  :  10804
Att:                                      Phone  :              Sum/Exp:  40804
Last Trigger Code: SCS93  11004           Srv    :   11004      Ans/Due:  13104
Next Trigger Code:                        Ans    :              NoPrg  :  41004
        Disposed:
          Status: PEND              Srv - Service Date
Att:                                Ans - Answer Date
Last Trigger Code:
Next Trigger Code:                                    Sum/Exp - Summons
        Disposed:                                     Expiration Date
          Status:
                                                      Ans/Due - Answer
NXT ___  CASE 04-0110___  PTY ___ GAR# __ NAME ____   due date based on
 F6-Detail Actions         F24-Previous Menu    Page  type of service

                                                      NoPrg - No progress
                                                      date based on last
                                                      Trigger code entered
```

```
SUNNY SPRINGS              CIVIL  PARTIES  STATUS                    PEND
Court 2   Case 04-0110      Type GC  File Date  1/08/04 Judge 12345
                                     Caseload Disp Date: _____   Code: _____
P01  LARSON/JAMES/P                           Phone   :                 Filed  : 010804
Att: BEIER,RONALD E.,II                       Phone   : 734 658-8971 Sum/Exp:
Last Trigger Code: SCF     10804              Srv     :              Ans/Due:
Next Trigger Code:                            Ans     :              NoPrg  :
        Disposed:
          Status: PEND
```

**Caseload Disp Date and Code will be filled in when all defendants have a disposi-
tion entered. See Chapter 7 for District Court Caseload information. The status of
the case is displayed in the upper right corner.**

```
D01  WATSON/PAUL/J                            Phone   : 248 115-4543 Filed  :  10804
Att: MIDDLETON,M. GAIL,                       Phone   : 517 373-9425 Sum/Exp:  40804
Last Trigger Code: SCS93   11004              Srv     :   11004      Ans/Due:  13104
Next Trigger Code:                            Ans     :              NoPrg  :  41004
        Disposed:
          Status: PEND
```

**The Last and Next Trigger Codes and Dates are displayed for each party, as well as
the party's status.**

```
NXT ___  CASE 04-0110    PTY ___  GAR# __  NAME _____
  F6-Detail Actions         F24-Previous Menu            Page/Roll        Help
```

**Press F6-Detail Actions to reveal deleted information and entry dates. See example
below.**

```
  SUNNY SPRINGS         CIVIL ACTIONS in Entry Sequence
  CASE 04-0110    TOTAL RECORDS      4

  PTY DATE          CODE   NUM CLERK ENTRY DATE ENTRY TIME  DELETE DT
  P01  1/08/2004 SCF       1  KJS    1/26/2004 15:29:15:02  _____
  D01  1/08/2004 SCI       2  KJS    1/28/2004 11:33:50:88  _____
  D01  1/10/2004 SCS93     1  KJS    1/26/2004 15:29:34:32  _____
  D01  1/28/2004 APF       1  KJS    1/28/2004 11:34:31:35  1/28/2004
```

Dates appear in chronological order - as it does on the Actions Update screen.

Shows date and time clerk entered the information.

Shows date clerk deleted an action. When a delete occurs, the original Clerk, Entry Date and Entry Time are replaced to show who performed the delete and when.

```
  F24-Prior      F9-Print      F13-Outq      Page/Roll
```

✔️ Garnishment Summary (GAQ)

Use the Garnishment Summary inquiry to display garnishment history on a specific case for a specified party. You may page backward and forward through the display when there is more than one screen of information.

To access this screen:

1. Type **GAQ** in the *NXT* field on the hop line

2. Type the case number in the *Case* field **AND** the party type and number in the *Pty* field

3. Press **ENTER**

```
 SUNNY SPRINGS          CIVIL  ONLINE  GARNISHMENT  SUMMARY            GARN

 Court 2  Case 03-0669      - Type SC  File Date  70503   Judge 12345
 P01 WINDSOR/WILLARD/                  D01 PALMER/TIMOTHY/
 Garnishment Total:   2      Defendant: D01 PALMER/TIMOTHY/

Gar  Issue     Service     Disclosure         Proceeds Recv        Disbursement
 #   Date      Date      Date / Amount        Date / Amount       Date / Check #

  1  9/21/03  9/25/03 10/01/03    90.00
     PERIODIC          GARN-DEFN# 01 KROGER FOODS//                (XP: 12/21/03)
                                          10/01/03    90.00 10/05/03 8901

  2 10/01/03 10/03/03 10/12/03   423.50
     NON-PER           GARN-DEFN# 02 BANK ONE//                    (XP: 12/31/03)




NXT ___  CASE 03-0669    PTY D01 GAR# _2 NAME _____
   F24-Previous Menu   Roll-Page   Help
```

Each garnishment is listed showing the issue date, service date, disclosure date and amount, proceeds received date and amount, and disbursement date and check number. Also included is the type of garnishment, the garnishee defendant number and name, and the date the garnishment expires.

This is much easier to use than the ROA when you need information about a garnishment because it only shows garnishment activity.

This space is reserved for your notes.

Calendar

5

The calendar program offers a variety of ways to view and print calendar (docket) entries. The features are available by individual judge, magistrate, probation officer, special assignment for an individual or department, or for cases that are unassigned.
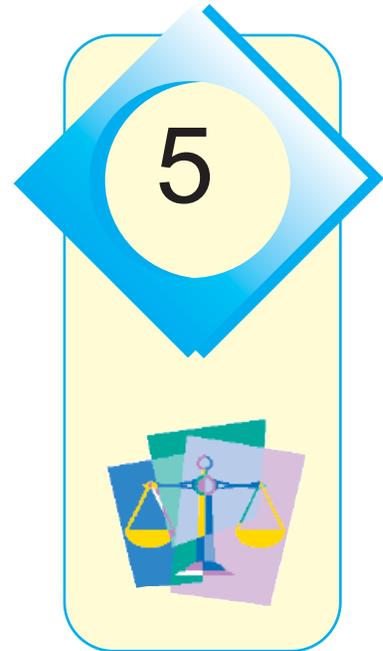
Calendar Type	Features
Month at a Glance	• Court holidays - full or partial days • Judge/Magistrate availability - full or partial days • Highlights days with events already scheduled • Can be displayed and/or updated
Courtroom Calendar	• Case number, case type, name, attorney or officer, type of proceeding and charge listed by time for specified day • Non-case related matters, e.g. marriages, meetings • Can be displayed and/or printed
Calendar Summary	• Display and/or print a summary of each proceeding type scheduled for the day or date range specified
Party Calendar	• Prints an alphabetical case listing of people scheduled to appear in court for the day or date range specified
Central Calendar/Combined Calendar	• Display and/or print calendar for one date or date range for judge, including all cases set for all courts on the same AS400
Various Print Options	• Week at a Glance • Party Calendar by day or date range • Courtroom Calendar by day or date range • Print Traffic/Criminal cases only • Print Civil cases only • Print all cases by day or date range

Month at a Glance Calendar

The Month at a Glance calendar is used to view days the judge or magistrate is available to schedule events, days that events are already scheduled and court holidays or days the court is closed.

To access the Month at a Glance calendar:

1) Type **CAL** in the *NXT* field on the hop line
2) Press **ENTER**.

The first screen that will be displayed will be the Month at a Glance calendar for *No Specific Judge* (no judge assigned).

Month at a Glance calendar for No Specific Judge.

To view a calendar for a specific judge:

1) Type the hotkey or bar number in the *Bar #* field
    (You may prompt on the *Bar #* field to display the Attorney File)

2) Press **ENTER** -**OR**-

    Press **F8-Next Bar**

You can quickly move your cursor to the *Bar #* field by pressing **F2-Bar #**.

```
0 JIS                          Month at a Glance
                         JUDGE GEORGE W. CROCKETT III           Bar#: 12345
                              DECEMBER 2003                  GO TO: 12 __ 03
                                                                   MM DD YY
          Sun      Mon      Tue      Wed      Thu      Fri      Sat
         ------   ------   ------   ------   ------   ------   ------
                   _ 1      _ 2      _ 3      _ 4      _ 5      X  6     The GO TO field
                                                                       will default to
                                                                       display the
          X  7     _ 8      _ 9      _ 10     _ 11     _ 12     X 13     current month
                                                                       and year, but
          X 14     _ 15     _ 16     _ 17     _ 18     * 19     X 20     the dates can be
                                                                       changed by
          X 21     _ 22     _ 23     X 24     X 25     / 26     X 27     typing over
                                                                       them.
          X 28     _ 29     _ 30     X 31

 X=Court Closed All Day     /=Bar# Out All Day     *=Court/Bar# Out Partial Day

NXT ___  CASE 01-12126   PTY D01 COUNT __   INQ C_____  ST __
 F1-Clear  F2-Bar#  F4-Prompt  F5-Detail  F6-Summary  F7-PrevBar  F8-NextBar
 F9-Print Week  F10-Print Options  F11-Block Hrs/Date  F13-OutQ  F24-Prev Menu
                                                              Page/Roll  Help
```

Month at a Glance calendar for Judge Crockett for December 2003.

- If you enter the month and year (without specific day) in the *GO TO:* field and press **ENTER**, the *Month at a Glance* calendar will be displayed for the bar number specified.

- If you enter the month, day and year in the *GO TO:* field and press **ENTER**, the *Courtroom Calendar* will be displayed for the bar number specified.

Reading the Month at a Glance Calendar

A highlighted day indicates something is scheduled for that day. In the example above, events are scheduled for December 4, December 9 and December 29.

Key	Description
X	The entire court is closed all day, e.g. court holidays.
/	The judge, magistrate or probation officer designated in the *Bar #* field is unavailable all day.
*	The entire court, or the judge, magistrate or probation officer designated in the *Bar #* field is unavailable for part of the day.

In the example above, either the entire court or Judge Crockett is not available part of the day on December 19; the court is closed on December 24, 25 and 31; Judge Crockett is out all day on December 26.

☑️ Using the Month at a Glance Calendar

When the Month at a Glance calendar is displayed, the cursor will be placed on the current date. You may tab or arrow to any day of the month to inquire on or print that day. When the inquiry is not the current month, the cursor will be placed on the first date that something is scheduled for that month.

Function Keys Used to Access Other Screens	
Function Key	**Description/Format**
F4 Prompt	With your cursor in the *Bar #* field, will display attorney file.
F5 Detail	With your cursor positioned on any day of the month, will display Courtroom Calendar for the bar number specified. If no events are scheduled for the date you request, the next date that has scheduled events will be displayed.
F6 Summary	Will display the Calendar Summary, which gives you total number of each type of event that is scheduled.
F7 PrevBar	Will display the Month at a Glance calendar for the judge, magistrate or probation officer with the next lower bar number.
F8 NextBar	Will display the Month at a Glance calendar for the judge, magistrate or probation officer with the next higher bar number.
F9 Prt Week	With your cursor positioned on any day of the week, will print the Week at a Glance calendar for the bar number specified. If the cursor is on a Sunday, the week printed starts with the next day (Monday) through the following Sunday.
F10 Prt Options	Will display the District Court Calendar screen, which lists print options.
F11 Block Hrs/Date	Will display the Days/Times Blocked Off screen. More information about this feature can be found on the following two pages.

✅ Days/Times Blocked Off Screen

This screen is used to designate court holidays and to block off times for individual judges, magistrates and probation officers.

You can also access the Days/Times Blocked Off screen from the Holiday File.

```
 2  SUNNY SPRINGS            Days/Times Blocked Off        Position to Date: _____

                             FOR COURT & ALL BAR NUMBERS
                                                              Bar No. View: _____
   D=Del                   Block Off (OR) ---Partial Day---
  Opt   Bar No.   Date     All Day      From Time To Time   Description        Clrk
        12345    110303      X                              CHRISTMAS          KJS
                 111103      X                              VETERANS DAY       LT
                 112703      X                              THANKSGIVING       LT
        00511    112803      X                              DAY AFTER THANKS   KJS
                 122503      X                              CHRISTMAS          LT
   _             21604       X                              PRESIDENTS DAY     KJS
   _    12345    21604       X                              BUDGET MEETING     KJS
   _    12345    22004       _         300 P    500 P       BUDGET MEETING     KJS
   _             53104       X                              MEMORIAL DAY       KJS
   _             70504       X                              INDEPENDENCE DAY   KJS
   _             90604       X                              LABOR DAY          KJS
   _             112504      X                              THANKSGIVING DAY   KJS
   _             112604      X                              DAY AFTER THANKS   KJS
   _             122304      X                              CHRISTMAS HOLIDAY  KJS
   _             122404      X                              CHRISTMAS HOLIDAY  KJS
   _____         _____      _                              _____

  NXT ___  CASE _____  PTY ___  GAR# __  NAME _____
  F1-Clear  F2-Date  F4-Prompt  F7-Court Records  F24-Prev Menu  Page/Roll  Help
```

The court is open, but Judge Crocket has a budget meeting from 3:00-5:00.

When the whole court is closed, the Bar No. field is left blank.

Press F2-Date to move cursor to the *Position to Date* field at top of screen.

Press F7-Court Records to toggle between two views:
1) Court and ALL bar #s and
2) Court and one specific bar #

See following page for field descriptions used on this screen.

Field Descriptions for Days/Times Blocked Off screen	
Field Name	**Description/Format**
Court Location	The number in the upper left hand corner is determined when you sign on to the system. Courts with more than one location can access calendars in each location by changing the court location number.
Position to Date	If a date is entered into this field and **ENTER** is pressed, the first page that contains that date will be displayed. Valid for today's date or a future date.
Bar No. View	When this field is left blank, only the court holidays will be displayed. When this field contains a bar number, all days (full and partial) for that bar number will be displayed together with all court holidays.
Opt	Enter a **D** to delete an entry.
Bar No.	The bar number of the judge or magistrate, or the assigned number for the probation officer. The days and times blocked off apply to the entire court when no bar number is entered.
Date	Enter the date that the day or partial day needs to be blocked off. (Example: 011904)
All Day	Mark with an **X** when the entire day should be blocked off.
From Time to Time	Enter the beginning and ending times, including A for AM or P for PM. (Example: 0100 P 0500 P). Entry is not valid if there is an **X** in the All Day field.
Description	A brief description of the holiday or reason for blocking off the day or times. This description appears on the Week at a Glance calendar and the Holiday File when it is printed. If the description field is left blank when adding or changing a record, the description immediately above it will be copied to that line.
Clrk	The system adds the initials of the person who added or changed the record. The initials cannot be changed.

☑ Printing the Week at a Glance Calendar

The Week at a Glance calendar is requested from the Month at a Glance calendar.

The Week at a Glance calendar prints:

- Dates and times that events are scheduled from Monday through Friday, listing the case number, case type and type of proceeding.

- The total number of events scheduled (without detail) when events are scheduled on Saturdays and Sundays.

- Supplemental entries designated with an asterisk (*) in the *Case #* column.

- Court holidays and blocked off days and times for the designated judge, magistrate, probation officer or other professional.

From the Month at a Glance calendar screen, position your cursor on any day of the week and press **F9-Print Week**. The week will print from Monday through Sunday.

Week at a Glance Calendar

If your cursor is on a Sunday, the week printed starts with the next day (Monday) through the following Sunday.

District Court Calendar

The District Court Calendar is used to:

- View Courtroom Calendar
- Print Courtroom Calendar
- Access Supplemental Calendar

There are three ways to access the District Court Calendar:

1) From the Civil Subsystem Menu, enter *Option* **5-Calendar** and press **ENTER** -OR-
2) From the Month at a Glance Calendar, press **F10-Print**

```
JIS                         District Court Calendar

    Date   _____ through _____

    Time   ____ _ through ____ _

    Judge _____ (Bar#, Hot Key, ALL, or leave blank for no specific judge)

    X Type of Calendar  (X=All, T=T/C, C=Civ, P=Party)
    X Include Supplemental Entries  (not valid for Party Calendar)
    _____
                    Paper Size  _  X=8x11, B=14x11
                        Spaces  1  (up to 9)
                        Copies  1
                Print Sequence  A  A=Alpha, N=Numeric
                 Print Summary  _  X=Calendar & Summary, O=Summary
                Flag Non-Public _  X=Non-Public, N=Nothing, or
                                   leave blank to display charge
    Print CTN# instead of XREF#  _  (14x11 only)
                 Court location  0

NXT ___ CASE _____ PTY ___ COUNT __ INQ _____ ST __
 Enter-View Calendar   F1-Clear Screen   F5-Supplemental Entries   F9-Print
 F13-OutQ   F24-Previous Menu   Help
```

District Court Calendar

The District Court Calendar screen is divided into two parts:

> The top half of the screen is used to indicate the date(s), time(s), judge(s), and types of calendar you wish to view or print. Press **ENTER** if you want to view the calendar instead of or before printing it.

> The bottom half of the screen is used to indicate print options.

See chart on the next page for field descriptions for this screen.

Field Descriptions for District Court Calendar screen	
Field Name	**Description/Format**
Date	Enter the date range to view or print the calendar. You may access up to 90 days of calendars prior to the current date. If left blank, the system will automatically use the current date for viewing. If printing, range cannot exceed 14 days.
Time	Enter the time range to view or print using the following format: 0800 A. Use "A" for a.m. or "P" for p.m. Leave the time field blank if you want to see all cases for the entire day.
Judge	Enter the five-digit bar number or hotkey of the judge, magistrate, probation officer, special calendar or court clerk whose calendar you want to view or print. Leave field blank to get all cases that do not have a judge assigned. Enter the word **ALL** in the judge field to display or print all judges, magistrates and probation officer's calendars. When using **ALL**, the date range must not exceed 14 days.
Type of Calendar	**X** - will display or print traffic/criminal and civil cases. **T** - will display or print traffic/criminal cases only. **C** - will display or print civil cases only. **P** - will print the Party Calendar.
Include Supplemental Entries	This field defaults to **X** (include supplemental entries on the calendar). Remove the **X** to omit the entries. This option is not valid with the Party Calendar.
Paper Size	**X** - Print calendar on 8X11 paper. **B** - Print calendar on 11X14 (*STD) paper (or landscaped on a laser printer). This option includes attorneys, officers, and X-Ref #s.
Spaces	Choose the number of blank spaces you want between cases when you print the calendar; valid choices are **1-9**. If this field is left blank, you will have no blank spaces between cases when the calendar is printed.
Copies	Indicate how many copies you want to print; valid choices are **1-9**.
Print Summary	**X** - Print the Courtroom Calendar and the Calendar Summary. **O** - Print the Calendar Summary only. Further detail about the Calendar Summary is found later in this chapter.
Flag Non-Public	These selections affect only cases that are in Non-Public status. **X** - Print the word "Non-Public" in the charge field **N** - Print nothing in the charge field. If field is left blank, the charge will be printed in the charge field.
Print CTN# instead of XREF#	**X** - Print CTN instead of X-Ref #. If field is left blank, X-Ref # will be printed. This option is only available when option **B** is selected for paper size.
Court location	Used in multiple-court settings. It may be changed to any location defined in the court's system file.

Courtroom Calendar

This calendar is used to view all Traffic/Criminal, Civil and supplemental events scheduled. Details such as case number, case type, name, attorney or officer name, type of proceeding, time scheduled and charge will be displayed.

The Courtroom Calendar displays and prints all events scheduled for the specified date and bar number in time sequence. It will print:

- Numerically or alphabetically for traffic/criminal cases

- Numerically for civil cases

- Case #, Case Type, Party, Defendant Name, Attorney or Officer, Proceeding Type, Short Description of Charge for the 8x11 version

- Case #, Case Type, Party, Defendant Name, Attorney or Officer, Proceeding Type, Short Description of Charge, Department # and Officer Name for Officer #1 and Officer #2, X-Reference # or CTN # for the 11x14 (*STD) version.

☑ Accessing the Courtroom Calendar

You can access the Courtroom Calendar from either the Month at a Glance calendar screen or from the District Court Calendar screen.

- From the Month at a Glance calendar, position your cursor on a day and press **F5-Detail** or type a specific date in the *GO TO:* field and press **ENTER**.

- From the District Court Calendar screen, enter the date you want to view or print in the *Date* field and press **ENTER**.

```
                COURTROOM CALENDAR FOR GEORGE W. CROCKETT III        PAGE  1
                        WEDNESDAY - FEBRUARY 18, 2004

CASE#       TYP PTY NAME                   ATTY/OFF     PROCEEDING   CHARGE
                            AT   8:00 A.M.
03-0307     GC P01 POTTER/HARRY/           FEDOR        REVIEW
               D01 BILLY BOB'S BODY SHOP/  BEHN
               D02 MAE/SALLY/

                            AT 10:00 A.M.
04-0101     GC P01 JOHNSON/PEARL/          O'ROURKE     JURY TRIAL
               D01 WILSON/JEROME/          RODRIGUES

                            AT   3:00 P.M.
04-0433     ST D01 CROSS/GLENN/            SGT LENAHAN  ARRAIGN      ALW UNLS DRV
04-0436     SD D01 RAMIREZ/MARK/           SGT BILL CAL ARRAIGN      OPER INTOX.

                            AT   3:30 P.M.
03-0428E    SM D01 JEFFERSON/VALORIE/                   SENTENCE     POSS MARIJ

                            AT   4:30 P.M.
   *           JOHN GOODS & TAMMY ROGERS                MARRIAGE
               (248) 554-1122
```

Courtroom Calendar for Judge Crockett on 8X11 paper

```
                COURTROOM CALENDAR FOR GEORGE W. CROCKETT III                    PAGE  1
                        WEDNESDAY - FEBRUARY 18, 2004

CASE#    TYP XREF#    PTY NAME                ATTORNEY        PROCEEDING  CHARGE       DEPT   OFFICER #1 DEPT   OFFICER #2
                        AT   8:00 A.M.
03-0307  GC          P01 POTTER/HARRY/        FEDOR,MATTHEW   REVIEW
                     D01 BILLY BOB'S BODY SHOP/ BEHN,KATHLEEN
                     D02 MAE/SALLY/

                        AT 10:00 A.M.
04-0101  GC          P01 JOHNSON/PEARL/       O'ROURKE,TIMOT  JURY TRIAL
                     D01 WILSON/JEROME/        RODRIGUES,MELA

                        AT   3:00 P.M.
04-0433  ST          D01 CROSS/GLENN/                         ARRAIGN     ALW UNLS DRV 1  SGT LENAHA
04-0436  SD          D01 RAMIREZ/MARK/                        ARRAIGN     OPER INTOX.  1  SGT BILL C

                        AT   3:30 P.M.
03-0428E SM          D01 JEFFERSON/VALORIE/                   SENTENCE    POSS MARIJ

                        AT   4:30 P.M.
   *         JOHN GOODS & TAMMY ROGERS         MARRIAGE
             (248) 554-1122
```

Courtroom Calendar for Judge Crockett on 11 X 14 (*STD) paper

Use your Page Down or your Shift+Roll keys to scroll through the calendar. Only days that have events scheduled will be displayed.

✅ Supplemental Entries

Most entries to the calendar are made through the Actions Update screen. However, sometimes you need to add matters to the calendar that aren't associated with a case that is on the system (i.e. marriages, meetings). Non-case entries are added through the District Court Calendar Supplemental Entries screen.

To access the Supplemental Entries screen:

1) From the District Court Calendar screen, enter a bar number in the *Judge* field
2) Press **F5-Supplemental Entries**

(To access the District Court Calendar screen from the Month at a Glance calendar, press **F10-Print Options**.)

```
 JIS                        District Court Calendar
                              Supplemental Entries
                        12345 GEORGE W. CROCKETT III
Del
'D'  Date     Time    Activity        Party(s)  or  Comment(s)

 _   120903  1200 P   MEETING         COUNTY BOARD LUNCHEON

 _   121603  1200 P   MEETING         COUNTY BOARD LUNCHEON

 _   121903  1100 A   WEDDING         BILL BROWN AND SUE SMITH

 _   122403  _800 A   COURT CLOSED    FOR CHRISTMAS HOLIDAY

 _   122503  _800 A   COURT CLOSED    FOR CHRISTMAS HOLIDAY

 _   123103  _800 A   COURT CLOSED    FOR NEW YEARS HOLIDAY


 _                                                               +

BGN _____        Enter the date here that you
NXT ___ CASE       want to begin your seach    GAR# __ NAME A_____
 Enter-Update  F1-Clear Screen   F5-Page Back   F24-Previous Menu  Page/Roll  Help
```
Supplemental Calendar for Judge Crockett beginning December 9, 2003

Required fields are *Date*, *Time* and *Activity*. After filling in required fields, press **ENTER** to update. Note there are two lines available for party names or comments.

Unlike the other courtroom calendars, events scheduled through the Supplemental Entries screen are not restricted by the dates and times stored in the Holiday File.

Supplemental entries appear on the calendar with an asterisk (*) in the *Case #* column, the activity in the *Proceeding* column and the comments in the *Name* column.

```
            COURTROOM CALENDAR FOR GEORGE W. CROCKETT III
                    TUESDAY - DECEMBER  9, 2003

 SEQ   CASE#    TYP PTY NAME                   ATTY/OFF      PROCEEDING    CHARGE
                          AT  8:30 A.M.
  1 03-1113     SD D01 FOSTER/WALTER/MARK  FRANK GOTCHA SENTENCE      OUIL
                                                                     FAIL TO STOP
                                                                     DISOR DISTUR
  2 01-12126    OD D01 JACKSON/JULIA/                    SENTENCE      OUIL
                          AT  9:00 A.M.
  3 03-2296     SM D01 SAMPSON/LIONEL/MENA FRANK GOTCHA PRETRIAL     ASSAULT/BATR
                          AT  9:30 A.M.
  4 03-0801     FY D01 SMITH/DELBERT/HARVE               HEARING      ASSAULT WI F
                          AT 10:00 A.M.
  5 03-1010C    GC P01 DOSTER/LISA/                      MOTION
                   D01 MURPHY/SARAH/
                   D02 ROSE/CAROLYN/
                          AT 12:00 P.M.
               *       COUNTY BOARD LUNCHEON             MEETING
```

This non-case entry was made as a Supplemental Calendar Entry

```
NXT ___ CASE _____ PTY ___ COUNT __  INQ _____ ST __
F5-Back F7-ROA From Line  F9-Print  F10-Sum  F13-OutQ  F24-Prev  Page/Roll Help
```

Courtroom Calendar for Judge Crockett, showing the meeting which was set for 12:00 p.m. through the Supplemental Entries screen

To delete an entry from the Supplemental Entries calendar, type a **D** in the *Del* column in front of the event you want deleted.

You can scroll forward and backward through the Supplemental Entries screens using your Page/Roll key. You can also enter a date in the *BGN* field to begin your inquiry on that screen.

Removing Calendar Entries

Matters that were placed on the calendar through the Actions Update screen must be removed on that screen. See Adjourning / Rescheduling Events, Chapter 2-20.

Non-case entries that were placed on the calendar through the Supplemental Entries screen must be removed through the Supplemental Entries screen.

- Type a **D** in the *DEL* column in front of the entry to be deleted

- Press **ENTER**.

Viewing a Register of Actions from the Calendar

If you want to view the ROA for any case listed on the calendar:

- Position your cursor anywhere on the line for the case you want to view and press **F7-ROA From Line**

    -**OR**-

- Type **ROA** in the *Nxt* field and the line number (SEQ#) or case number in the *CASE* field and press **ENTER**

Calendar Summary

You can view a summary of the types of events scheduled for the day you are viewing. This is a helpful tool to use when setting trials, pre-trials, etc.

You can access the Calendar Summary two ways:

1) From the Month at a Glance calendar screen, press **F6-Summary** -OR-

2) From the Courtroom Calendar screen, press **F10-Sum**.

```
CALENDAR SUMMARY FOR GEORGE W. CROCKETT III          PAGE  1
        WEDNESDAY - FEBRUARY 18, 2004

     NUMBER       TYPE        DESCRIPTION

          2       T/C         ARRAIGN
          1       T/C         SENTENCE
          1       CIV         REVIEW
          1       CIV         JURY TRIAL
          1       SUPP        SUPPLEMENTAL
```

Calendar Summary for Judge Crockett for February 18, 2004

✅ Printing the Calendar Summary

To print the Calendar Summary:

1) Press **F9-Print** from the Calendar Summary screen -**OR**-

2) Use one of the following options in the *Print Summary* field on the District Court Calendar screen:

> **X** - Print calendar and summary
> **O** - Print summary only

Party Calendar

This calendar will print an alphabetical list of everyone scheduled to appear on a specific date. Excluded from the list are Traffic/Criminal cases that have been given certain due dates (scheduled for AJ10, 15, 16, 22, 23 or 30).

```
                         99-2 DISTRICT COURT                    PAGE   1
                          PARTY CALENDAR
                     WEDNESDAY - FEBRUARY 18, 2004

    NAME                          CASE NO.   TYPE   PROCEEDING    JUDGE        TIME

    BILLY BOB'S BODY SHOP//       03-0307    GC     REVIEW        CROCKETT      8:00A
    CROSS/GLENN/                  04-0433    ST     ARRAIGN       CROCKETT      3:00P
    JEFFERSON/VALORIE/            03-0428E   SM     SENTENCE      CROCKETT      3:30P
    JOHNSON/PEARL/                04-0101    GC     JURY TRIAL    CROCKETT     10:00A
    MAE/SALLY/                    03-0307    GC     REVIEW        CROCKETT      8:00A
    POTTER/HARRY/                 03-0307    GC     REVIEW        CROCKETT      8:00A
    RAMIREZ/MARK/                 04-0436    SD     ARRAIGN       CROCKETT      3:00P
    WILSON/JEROME/                04-0101    GC     JURY TRIAL    CROCKETT     10:00A
```

Party Calendar for February 18, 2004

You can print the Party Calendar in one of two ways:

- Immediately - from the District Court Calendar screen. Enter a **P** in the *Type of Calendar* field.

  Using this method you may request a specific date or range of dates. A separate calendar will print for each day when selecting a date range.

- Overnight - when Traffic/Criminal Daily Date Generated Notices are generated. **Do not use this method if the only purpose is for the printing of a Party Calendar!**

  Using this method the calendar will include proceedings scheduled for the next court business day. A range of dates is not available.

Central/Combined Calendar (CCL)

The Central Calendar has been developed to assist courts that share their AS/400 with one or more courts. By entering the bar number of the jurist (judge or magistrate), you will be able to view or print calendar entries for one date or for a date range, regardless of the court for which the event was scheduled.

The Central Calendar can be accessed by typing **CCL** on the hop line.

Displayed below is the first Central Calendar Request screen.

```
                    CENTRAL CALENDAR REQUEST

        JURIST #   _____        OR COURTROOM #  ____

        P = PRINT or D = DISPLAY D
```

From this screen:

- Type the jurist (judge or magistrate) bar number

- Indicate whether you wish to **Print (P)** or **Display (D)** the calendar

- Press **ENTER**

Note: The Courtroom # option is not available for District Court at this time.

The full Central Calendar Request screen is displayed on the next page.

```
                    CENTRAL CALENDAR REQUEST

           JURIST #  19081     OR COURTROOM # ____

           P = PRINT or D = DISPLAY D

           BEGIN DATE          101503

           END DATE            101503

           CIRCUIT COUNTIES    __    __    __    __

           DISTRICT COURTS     9992    ____    ____    ____

           PROBATE/JUV COURT   __    __    __    __

      SPACING BETWEEN CASES    1    (PRINT ONLY)

   PAGE BREAK BY DATE Y/N       Y    (PRINT ONLY)


 F3 = EXIT

                                    PRESS ENTER TO CONTINUE
```

- The Begin/End date and the Court ID will be retrieved from the last Central Calendar request. You may change the information by typing over it.

- The date range cannot exceed fourteen days

- Type the court numbers for Circuit Counties, District Courts and/or Probate/Juv Courts

- Indicate spacing preferences between cases, **1-9**, and if you want a page break between dates, **Y**=yes or **N**=no

- Press **ENTER**

The example below shows a calendar that has District Court, Circuit Court and Probate/Juvenile Court cases scheduled for the same judge.

```
                                HON. CLAYTON E. PREISEL
Court Jud/Rm  Case#      Typ          Title                        Atty/Off

                        WEDNESDAY 10/15/03               RUN DATE:  9/17/03
                              AT   9:00 a.m.
C03   A       97-888888-FH          D01 JONES,JAMES,J                O'SHEA
      SENTENCING    B&E BUILDING W/INTENT    A
                    BURGLARY W/EXPLOSIVES
                              AT  10:00 a.m.
9990          03-0801-SM           D01 JONES/EDGAR/               OFC LENAHAN
      PLEA          A & B
                              AT  11:00 a.m.
P44   A       95030185-00-GA          FORREST,BERYL,MARIE,         BUTTERFIELD
      PETITION TO APPOINT GUARDIAN
                              AT   1:30 p.m.
C03   A       95-000010-DO          P01 JONES,JAMES,
      MOTION HRG                    D01 JONES,JERIMY,
                              AT   2:00 p.m.
9990          03-9123-OM           D01 SMILEY/FRANCINE/           FRIDAY, JOE
      PRETRIAL        CRULTY ANMLS
                              AT   4:30 p.m.
J44   A       00895019-00-DL          NON-PUBLIC                   AARDEMA
                                                              More...

  F3 = EXIT
```

Central Calendar for Judge Preisel for October 15, 2003

This space is reserved for your notes.

Forms, Labels & Mailers

6
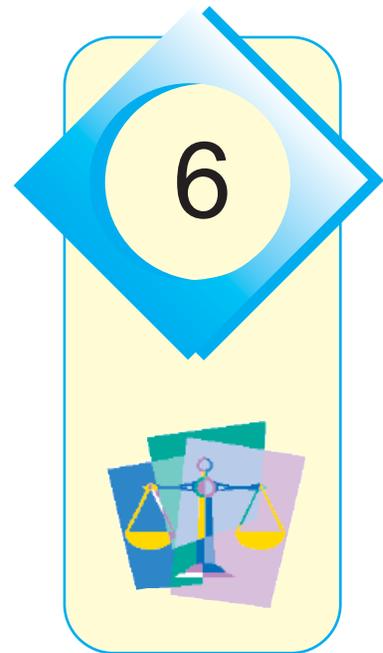
In this chapter you will learn how to generate forms to be printed on SCAO approved pre-printed forms in a batch environment, or immediate forms on 8x11 plain paper. Labels and mailers will also be covered in this chapter.

Forms can be produced in a batch environment or printed immediately.

The table below lists the forms in the Civil module. Some are available in *Advance Function Printing (AFP)* or *Host Print Transform (HPT)* format on most laser printers. This feature produces forms that more closely resemble the camera-ready version in the SCAO Forms Book. For more information about these printers see the JIS Administrative User Guide.

Forms				
Form Name	SCAO Form #	Immediate Process ========= AFP 8x11		Batch Process
Default Application, Entry, Affidavit	MC07		Y	Y
Dismissal	MC09	Y	Y	
Dismissal Non Service/No Progress	MC09a		Y	Y
Judgment Civil	MC10	Y	Y	
Judgment Landlord Tenant	DC105	Y	Y	
Judgment of Possession after Land Contract Forf.	MC106	Y	Y	
Judgment Small Claims	DC85	Y	Y	Y
Motion, Affidavit, and Bench Warrant	MC229	Y	Y	
Motion and Order to Show Cause	MC230	Y	Y	
Notice of Intent to Dismiss for No Progress	MC26		Y	Y
Notice to Appear	MC06	Y	Y	Y
Recall of Warrant/Order to Apprehend	MC220	Y	Y	
Register of Actions	DCY252		Y	Y
Subpoena, Order to Appear and/or Produce	MC11		Y	

Requesting & Printing Reports

For the batch process, it is necessary to be familiar with the Report/Requests screen and the Reports menu.

☑️ Civil Online Report/Requests (RPT)

This screen is used to add or delete report requests and to review pending requests that are ready to be processed in a batch cycle. Register of Actions, File/Address Labels, Notices to Appear and Certified Mailers may be ordered from the Case and Actions Update screens by entering the appropriate option codes which are discussed in this chapter. All such requests will then appear on the Report/Requests screen.

Access the Report/Requests screen by typing **RPT** on the hop line.

```
┌──────────────────────────────────────────────────────────────────────┐
│ SUNNY SPRINGS           CIVIL  ONLINE  REPORT/REQUESTS                  │
│ Court 2                                                                │
│              ROA  NTA  JSC  DFN  NOI  NTD  LBL  FLB  MLR                │
│                                                      --    Court   --   │
│ Del Case       Pty Rpt Cnt Clk Party Name          Date   Time   Code  │
│ "D"                                                                     │
│  _ 03-0901     ALL NTA __1 KJS ALL PARTIES          31204  900 A TRC    │
│  _ 03-0901     D01 FLB __1 KJS FRANKLIN/GIGI/       _____ ____ _ _____  │
│  _ 03-1117B    ALL MLR __1 KJS ALL PARTIES         122903 1000 A HRC38  │
│  _ 04-0215     ALL ROA __1 KJS ALL PARTIES          _____ ____ _ _____  │
│  _ 04-0215     ALL ROA __2 KJS FORM                 _____ ____ _ _____  │
│  _ 04-0215     D01 FLB __1 KJS DODGE/MATTHEW/PAUL   _____ ____ _ _____  │
│  _ 04-0215     D01 LBL __1 KJS DODGE/MATTHEW/PAUL   _____ ____ _ _____  │
│  _ _____ ___ ___ ___                             _____ ____ _ _____  │
│  _ _____ ___ ___ ___                             _____ ____ _ _____  │
│  _ _____ ___ ___ ___                             _____ ____ _ _____  │
│  _ _____ ___ ___ ___                             _____ ____ _ _____  │
│  _ _____ ___ ___ ___                             _____ ____ _ _____  │
│  _ _____ ___ ___ ___                             _____ ____ _ _____  │
│                                                                        │
│  At End of Report Requests                                             │
│ NXT ____ CASE 03-0901    PTY ___ GAR# __ NAME _____          │
│    F1-Clear    F24-Previous Menu    Roll-Page    Help                  │
└──────────────────────────────────────────────────────────────────────┘
```

The three-letter codes entered in the *Rpt* column are:

ROA	Register of Actions	**DFN**	Default Notice	**LBL**	Party/Attorney Address Label
NTA	Notice to Appear	**NOI**	Notice of Intent to Dismiss	**FLB**	File Label
JSC	Judgment, Small Claims	**NTD**	Notice of Dismissal	**MLR**	Certified Mailer

Requests are listed in numerical order by case number. When adding a request for a Notice to Appear or a Certified Mailer, the *Date*, *Court Time* and *Code* are also required if the event has not been scheduled yet on the Actions Update screen.

```
SUNNY SPRINGS            CIVIL  ONLINE  REPORT/REQUESTS
Court 2
                 ROA  NTA  JSC  DFN  NOI  NTD  LBL  FLB  MLR
                                                      --    Court    --
Del Case         Pty Rpt Cnt Clk Party Name          Date  Time   Code
"D"
_  03-0901      ALL NTA __1 KJS ALL PARTIES          21704 1000 A HRC
_  04-0010      ALL FLB __1 KJS ALL PARTIES          ____  ____ _ ___
_  04-0010      ALL LBL __1 KJS ALL PARTIES          ____  ____ _ ___
_  04-0010      ALL MLR __1 KJS ALL PARTIES          12004 1000 A RVC
_  04-0010      D02 LBL __1 KJS JOHNSON/CARIE/       ____  ____ _ ___
_  04-0215      ALL ROA __1 KJS ALL PARTIES          ____  ____ _ ___
_  _____     ___ ___ ___                          ____  ____ _ ___
_  _____                                          ____  ____ _ ___
_  _____                                          ____  ____ _ ___
_  _____       To add a request, type in the case number, party, and
_  _____       3-letter code for the report. Press ENTER.            ____  ____ _ ___
_  _____                                                             ____  ____ _ ___
_  _____       To delete a request, type a D in the Del field.       ____  ____ _ ___

 At End of Report Requests
NXT ___ CASE 04-0110___ PTY ___ GAR# __ NAME _____
   F1-Clear    F24-Previous Menu     Roll-Page     Help
```

To print the reports, go to the Civil Subsystem and choose Option **2**-Reports.

```
SUNNY SPRINGS           State Court Administrative Office
                             Civil Subsystem


         Select one of the following:

                        1. Civil Online
                        2. Reports
                        3. Code Files Update
                        4. Code Files Print
                        5. Calendar
                        6. Report Generator




         Option: 2




     F24-Previous Menu
```

This chapter will cover the forms highlighted on the screen below. See Chapter 7-Reports for the other options on this screen.

We recommend that *Reports Requested - via Online* be requested every day. Each court should determine how often the other reports are needed.

```
SUNNY SPRINGS        State Court Administrative Office    1/28/04  14:04:52
                             Civil Reports

                    Reports Requested - (via online)

      Reports for User: _ ALL Users or _ KJS
                        _ All Reports

  _ FLB   _ LBL   _ MLR   _ ROA   _ JSC   _ DFN   _ NOI   _ NTD   _ NTA

                    Reports Requested - (via batch)

                    _ Date Generated Notices
                    _ Default App,Entry,Aff      _ Pre-list
                    _ Intent/Notice Dismiss      _ Pre-list
                    _ Bench Warrant List
        Alp Num                            Num
            _ Alphabetical Index           _ Attorney Case List
            _ Appeal List                  _ Caseage Report
            _ Numeric Index                                  Date Range
        _   _ Caseload Report  Qtr _ Year ____  _ Merge Files _____ - _____


 F24-Previous Menu                                                      Help
```

The Civil Reports screen is divided into two segments:

1)   **Reports Requested - (via online)**

To print any of the Reports Requested - (via online) you must indicate whether you want the forms ordered by everyone in the civil division, or just the ones you've ordered, **and** whether you want all forms (reports) ordered, or only specific ones.

> **Reports for User:**
>
> - **<u>All Users</u>** Type an **X** in front of *All Users* to print the forms that have been requested throughout the day by all civil users.
>
>   **-or-**
>
>   Type an **X** in front of your initials (KJS in example on page 4) to print only the forms requested by KJS. You may change the initials displayed on the screen to any civil user's initials.
>
> - **<u>All Reports</u>** Type an **X** in front of *All Reports* to print all forms
>
>   **-or-**
>
>   Type an **X** in front of a specific report (i.e. <u>X</u> FLB, <u>X</u> LBL) to produce only that form; press **ENTER**.

2)   **Reports Requested - (via batch):**

> - Type an **X** in front of the report, list, or indices you wish to print. The request for Caseload requires an **X** in either Alpha (Alp) or Numeric (Num) **plus** a *Qtr (1,2,3 or 4) /Year* designation or *Date Range*. See Chapter 7-Reports for complete details on caseload requests.

✅ Default Application, Entry, Affidavit (DFN)

Options: Immediate and batch printing.

Immediate Printing - 8 x 11 plain paper

- Type **DFN** in the *Nxt* field on the hop line
- Type the case number in the *Case* field and the party type and number in the *Pty* field
- Press **ENTER**

```
SUNNY SPRINGS              CIVIL DEFAULT NOTICE              MC07   PEND
Court 2  Case 04-0101     Type GC  File Date  1/02/04  Judge SERVAAS,STEVEN R.,
P01 JOHNSON/PEARL/                      D01 WILSON/JEROME/


Plaintiff  P01    File Date  1/02/04 Atty: 32443 O'ROURKE,TIMOTHY A.,

Name     JOHNSON/PEARL/
Alt-Name
Street   433 INKSTER                           Phone no       -
City     FARMINGTON              State  MI     Zip code   48035


Defendant  D01    File Date  1/02/04 Atty:

Name     WILSON/JEROME/
Alt-Name
Street   5112 MIDDLEBELT                       Phone no       -
City     FARMINGTON              State  MI     Zip code   48035


NXT ___  CASE 04-0101    PTY D01 GAR# __  NAME _____
  F1-Clear Screen     F9-Print     F13-OutQ     F24-Previous Menu     Help
```

All of the information needed for this form is pulled from the database. The system will check for eligibility and note on the bottom of the screen *Party Not eligible for Default when:*

- there is no service on the designated party
- the required number of days have not elapsed since the service date

The required number of days are calculated as follows:

- 28 days after a Summons & Complaint was served (SCS)
- 21 days after a Summons & Complaint was personally served (SCS93)
- 14 days from the general civil filing date on an Order for Removal from Small Claims (ORE25)

Press **F9** to print. When the form is printed, the party is updated on the Actions Update screen with the code DFI (Default Issued).

```
Approved, SCAO                                    Original - Court
                                                  1st copy - Applicant
                                                  Copies - All appearing parties
        STATE OF MICHIGAN                                          CASE NO.
99-2    JUDICIAL DISTRICT            DEFAULT
        JUDICIAL CIRCUIT     APPLICATION,ENTRY,AFFIDAVIT       04-0101      GC

Court address          27777 FRANKLIN ROAD-SUITE 1300          Court telephone no.
                       SUNNY SPRINGS, MI  48034                (248) 555-9999
```

```
Plaintiff name(s), address(es), telephone no(s).        Defendant name(s), address(es), telephone no(s).


    JOHNSON/PEARL/                        V       WILSON/JEROME/
    433 INKSTER                                   5112 MIDDLEBELT
    FARMINGTON    MI   48035                      FARMINGTON    MI   48035



Plaintiff attorney, bar no., address, telephone no.     Defendant attorney, bar no., address, telephone no.

    (517) 372-2900              P-32443
    O'ROURKE,TIMOTHY A.,
    221 W SAGINAW ST
    LANSING       MI   48933
```

Party in default: __WILSON/JEROME/_____

APPLICATION

In accordance with court rule, I request the clerk to enter the default of the party named above for failure to plead or otherwise defend as provided by law.

_____
Applicant/Attorney signature   Bar no.

DEFAULT ENTRY

The default of the party named above for failure to plead or otherwise defend is entered.

_____   _____
Date   Court clerk

The affidavit must be completed by the applicant   **AFFIDAVIT**
before filing the application with the court.

☐ 1. The claim against the defaulted party is for a sum certain or for a sum which by computation can be made certain, and the plaintiff requests judgment of the amount due from the above party.

The amount due and costs are:	Damages	Interest	Costs	Other*	Total
	$	$	$	$	$

*Attach bill of costs

2. The defaulted party is not an infant or incompetent person.

3. The defaulted party ☐ is not in the military service. ☐ is in the military service but there has been notice of the pendency of the action and adequate time and opportunity to appear and defend.

4. The claim ☐ is ☐ is not based on a note or other written evidence of indebtedness. If so, the evidence is attached for filing and for cancellation by the court clerk.

_____
Applicant/Attorney signature

Subscribed and sworn to before me on _____, _____ County, Michigan.
                                          Date

My commission expires:_____   Signature: _____
                          Date   Deputy court clerk/Notary public

MC 07 (6/03) **DEFAULT APPLICATION, ENTRY, AFFIDAVIT**   MCR 2.603,MCL 32.517,50 USC 520

Batch Printing of Default Application, Entry, Affidavit - preprinted forms

- Ensure that all Answers have been entered before requesting these forms.

- **When allowing the system to determine eligibility, you may want to first print and review a Pre-List to make sure all of the cases qualify**. The Pre-List is explained in Chapter 7-Reports.

- To let the system determine qualified defendants:

  - Type an **X** in front of *Default App, Entry, Aff*
  - Press **ENTER**

```
SUNNY SPRINGS          State Court Administrative Office    1/30/04  14:39:46
                               Civil Reports

                      Reports Requested - (via online)

   Reports for User: _ ALL Users or _ D1
                     _ All Reports

  _ FLB   _ LBL   _ MLR   _ ROA   _ JSC   _ DFN   _ NOI   _ NTD   _ NTA

                      Reports Requested - (via batch)

              _ Date Generated Notices
              X Default App,Entry,Aff        _ Pre-list
              _ Intent/Notice Dismiss        _ Pre-list
              _ Bench Warrant List
   Alp Num                           Num
       _ Alphabetical Index             _ Attorney Case List
       _ Appeal List                    _ Caseage Report
       _ Numeric Index                                    Date Range
   _   _ Caseload Report  Qtr _ Year ____  _ Merge Files  _____ - _____


 F24-Previous Menu                                                    Help
```

- If <u>you</u> want to specify which Defendants qualify for defaults, first type **DFN** in the *Rpt* column on the RPT screen for each case

- To process requests made through the RPT screen, on the Civil Reports menu:
  - Type an **X** in front of *All Users* -**OR**- *your initials*

  - Type an **X** in front of *DFN* -**OR**- type an **X** in front of *All Reports*

  - Press **ENTER**

```
SUNNY SPRINGS           State Court Administrative Office    1/30/04  14:39:46
                              Civil Reports

                      Reports Requested - (via online)

     Reports for User: _ ALL Users or X KJS
                       _ All Reports

 _ FLB    _ LBL    _ MLR    _ ROA    _ JSC    X DFN    _ NOI    _ NTD    _ NTA

                      Reports Requested - (via batch)

              _ Date Generated Notices
              _ Default App,Entry,Aff        _ Pre-list
              _ Intent/Notice Dismiss        _ Pre-list
              _ Bench Warrant List
     Alp Num                            Num
         _ Alphabetical Index               _ Attorney Case List
         _ Appeal List                      _ Caseage Report
         _ Numeric Index                                        Date Range
     _   _ Caseload Report  Qtr _ Year ____  _ Merge Files  _____ - _____


F24-Previous Menu                                                        Help
```

The batch Default Application, Entry, Affidavit has the same fields filled in as the immediate form. See page 6-7.

✔️ Dismissal (DIS)

Options: <u>Immediate Printing - 8 x 11 plain paper only</u>

- Type **DIS** in the *Nxt* field on the hop line
- Type the case number in the *Case* field and the party type and number in the *Pty* field
- Press **ENTER**

```
SUNNY SPRINGS                  DISMISSAL              MC 09    CLSD
Court 2  Case 03-0307     Type GC  File Date  022803
P01 POTTER/HARRY/_____ D01 BILLY BOB'S BODY SHOP//_____

 _ NOTICE OF DISMISSAL BY PLAINTIFF    Copy by X mail  _ personal service
 X STIPULATION TO DISMISS
 X ORDER TO DISMISS

      _  with prejudice
      X  without prejudice
          _  all parties or defendants      To add more parties to the printed
          X  the following parties:         form, type the party code here
             D01  BILLY BOB'S BODY SHOP//    and press ENTER to display the
             ___  ◄────────────────          party name.
             ___
             ___
Conditions, if any:
 _____
 _____

Date signed  011204   Bar No.: 12345  Judge  GEORGE W. CROCKETT III

NXT ___ CASE 03-0307___ PTY D01 GAR# __ NAME _____
 F1-Clear Screen   F9-Print  F13-OutQ   F24-Previous Menu
```

- Place an **X** in front of the applicable fields. The defendant typed in the *Pty* field on the hop line will be displayed in the middle of the screen.

- Type **ALL** in the *Pty* field on the hop line when the dismissal is for all parties or defendants. The P01 and D01 fields at the top of the screen can be changed to any valid plaintiff and defendant number. Their names will print in the boxes on the form.

- When the form is printed, the party(s) are updated on the Actions Update screen with the following code:
  - DSE02 - when *Notice of Dismissal by Plaintiff* is x'd
  - DSEXX - when *Stipulation to Dismiss* is x'd
  - DSE61 - when *Order to Dismiss* is x'd - without prejudice
  - DSE60 - when *Order to Dismiss* is x'd - with prejudice

- The *Date signed* and *Bar No.* fields can be erased or changed before printing. Press **F9** to print the form.

```
                                              Original - Court
                                              1st copy - Applicant
    Approved, SCAO                            Other copies - All appearing parties
```

STATE OF MICHIGAN	DISMISSAL	CASE NO.
99-2 JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE		03-0307 GC

Court Address	27777 FRANKLIN ROAD-SUITE 1300 SUNNY SPRINGS, MI 48034	Court Telephone no. (248) 555-9999

Plaintiff name(s) and address(es)		Defendant name(s) and address(es)
POTTER/HARRY/	V	BILLY BOB'S BODY SHOP// ASN THORNTON/BILLY/BOB JR 123 WASHINGTON STREET SOUTHFIELD, MI 48432

Plaintiff's attorney,bar no.,address, and telephone no.	Defendant's attorney,bar no.,address, and telephone no.
(248) 646-2120 P-57688 MATTHEW S. FEDOR 4190 TELEGRAPH RD STE 2300 BLOOMFIELD HILLS, MI 48302	(248) 433-1414 P-32554 KATHLEEN MCNICHOL BEHN 600 S ADAMS RD STE 300 BIRMINGHAM, MI 48009

☐ **NOTICE OF DISMISSAL BY PLAINTIFF**

☐ with
☐ without

1. Plaintiff/Attorney for plaintiff files this notice of dismissal of this case as to prejudice as to:
   ☐ all defendants.
   ☐ the following defendant(s): _____

2. I certify, under penalty of contempt, that:
   a. This notice is the first dismissal filed by the plaintiff based upon or including the same claim against the defendant.
   b. All costs of filing and service have been paid.
   c. **No answer or motion has been served upon the plaintiff by the defendant** as of the date of this notice.
   d. A copy of this notice has been provided to the appearing defendant/attorney by ☒ mail ☐ personal service.

Date _____   Plaintiff/Attorney signature _____

☒ **STIPULATION TO DISMISS**

☐ with
☒ without

I stipulate to the dismissal of this case ☒ without   prejudice as to:
☐ all parties.
☒ the following parties: BILLY BOB'S BODY SHOP// _____

JAN. 12, 2004
Date _____   Plaintiff/Attorney signature _____

JAN. 12, 2004
Date _____   Defendant/Attorney signature _____

☒ **ORDER TO DISMISS**

☐ with
☒ without

IT IS ORDERED this case is dismissed ☒ without prejudice. Conditions, if any: _____

JAN. 12, 2004   P-12345
Date _____   Judge   GEORGE W. CROCKETT III   Bar no.

MC09 (6/97) **DISMISSAL**   MCR 2.504

☑️Dismissal No Service/No Progress (NTD)

Options: Immediate and batch printing.

Immediate Printing - 8 x 11 plain paper

- Type **NTD** in the *Nxt* field on the hop line
- Type the case number in the *Case* field and the party type and number in the *Pty* field
- Press **ENTER**

```
SUNNY SPRINGS                   CIVIL NOTICE to DISMISS              MC09a  PEND
Court 2  Case 03-0988      Type GC  File Date  1/23/03  Judge CROCKETT,GEORGE W.
P01 VALENTINE/LAWRENCE/              D01 PINYACK/ROBERT/E

Plaintiff  P01   File Date  1/23/03 Atty: 32215 BENCZKOWSKI,RENALD A.,

Name     VALENTINE/LAWRENCE/
Alt-Name
Street                                       Phone no       -
City                          State          Zip code

Defendant  D01   File Date  1/23/03 Atty:

Name     PINYACK/ROBERT/E
Alt-Name
Street   4115 TIMBER LANE                     Phone no       -
City     SOUTHFIELD            State  MI       Zip code  48034

_ 3. There has been no progress in this case since _____ and the parties have
been notified by _____ to appear on _____ ____ _
                 Method of notification                Date   Time

NXT ___  CASE 03-0988___  PTY D01 GAR# __ NAME _____
 F1-Clear Screen    F9-Print   F13-OutQ    F24-Previous Menu    Help
```

All of the information needed for this form is pulled from the database unless your court schedules a "no progress" hearing date. In that case, you need to fill in the blanks for paragraph 3.

Press **F9** to print the form.

> ⚡ **Warning!** Printing this form automatically updates the Actions Update screen and closes the designated defendant with DSE20 (Dismissal for Lack of Service) or DSE14 (Dismissal for Lack of Progress).

```
STATE OF MICHIGAN                     DISMISSAL            CASE NO. 03-0988   GC
99-2 JUDICIAL DISTRICT           Non Service/No Progress
```

```
       Court Address 27777 FRANKLIN ROAD-SUITE 1300          Court Telephone
                     SUNNY SPRINGS, MI  48034                (248) 555-9999
Plaintiff's name, address, and phone # | Defendant's name, address, and phone #

   VALENTINE/LAWRENCE/                    PINYACK/ROBERT/E
                                          4115 TIMBER LANE
                                          SOUTHFIELD, MI  48034

Plaintiff attorney,bar #,address,phone # | Defendant attorney,bar #,address,phone#
   (248) 332-9315   P-32215
   BENCZKOWSKI,RENALD A.,
   319 N GRATIOT AVE
   MOUNT CLEMENS, MI  48043
```

|‾ ORDER TO DISMISS ‾|

{X}1.The court records disclose that defendant(s)/respondent(s) have not been
      timely served with process according to court rule.

{ }2.Progress has not occurred as specified in the notice of intent to dismiss.

{_}3.There has been no progress in this case since _____ and the
                                                      Date
      parties have been notified by _____ to appear on
                                      Method of notification
      _____ and did not appear.
      Date and time

IT IS ORDERED that this case is dismissed without prejudice as to:

   { } all parties.
   {X} the following defendant(s): PINYACK/ROBERT/E

DIVORCE ACTIONS: Child support, if any, owing to the state on the date of this
                 order is preserved.

_____   _____
Date   Judge/Court Clerk/Register   Bar no.

|‾ NOTICE OF DISMISSAL ‾|

Notice of dismissal without prejudice in this case is filed. A copy of this
notice has been provided to the parties in this case as specified by court rule.

_____   _____
Date   Judge/Court Clerk/Register   Bar no.

MC 09a (3/01) DISMISSAL, Non Service/No Progress   MCR 3.209(B)
                                                      MCR 2.102(D), MCR 2.502
```

Batch Printing of Dismissal No Service/No Progress - preprinted form

The Dismissal will generate when:
- the Summons has expired  -**OR**-
- more than 28 days have elapsed since a Notice of Intent to Dismiss was generated and no further trigger action has been entered

To process:
- Ensure that all service returns and pleadings have been updated on the Actions Update screen and that all scheduling is completed.

- To let the system determine qualified defendants:

    - Type an **X** in front of *Intent/Notice Dismiss*
    - Press **ENTER**

```
SUNNY SPRINGS           State Court Administrative Office    1/30/04  14:39:46
                              Civil Reports

                        Reports Requested - (via online)

    Reports for User: _ ALL Users or _ KJS
                      _ All Reports

 _ FLB   _ LBL   _ MLR   _ ROA   _ JSC   _ DFN   _ NOI   _ NTD   _ NTA

                        Reports Requested - (via batch)

                    _ Date Generated Notices
                    _ Default App,Entry,Aff        _ Pre-list
                    X Intent/Notice Dismiss        _ Pre-list
                    _ Bench Warrant List
    Alp Num                              Num
        _ Alphabetical Index                 _ Attorney Case List
        _ Appeal List                        _ Caseage Report
        _ Numeric Index                                          Date Range
    _   _ Caseload Report  Qtr _ Year ____   _ Merge Files  _____ - _____


F24-Previous Menu                                                        Help
```

⚡ **Warning!** When allowing the system to determine eligibility, you may want to print and review a Pre-List first. The DSE20 and DSE14 codes update the party to a CLOSED status. The Pre-List is explained in Chapter 7-Reports.

- If **you** want to specify which Defendants to print, first type **NTD** in the *Rpt* column on the RPT screen with the case numbers you wish to process.

- Then, to process requests made through the RPT screen, on the Civil Reports menu:

    - Type an **X** in front of *All Users* -**OR**- *your initials*

    - Type an **X** in front of *NTD*

    - Press **ENTER**

```
SUNNY SPRINGS           State Court Administrative Office    1/30/04  14:39:46
                                Civil Reports

                        Reports Requested - (via online)

      Reports for User: _ ALL Users or X KJS
                        _ All Reports

  _ FLB    _ LBL    _ MLR    _ ROA    _ JSC    _ DFN    _ NOI    X NTD    _ NTA

                        Reports Requested - (via batch)

                _ Date Generated Notices
                _ Default App,Entry,Aff        _ Pre-list
                _ Intent/Notice Dismiss        _ Pre-list
                _ Bench Warrant List
    Alp Num                              Num
        _ Alphabetical Index                 _ Attorney Case List
        _ Appeal List                        _ Caseage Report
        _ Numeric Index                                      Date Range
    _   _ Caseload Report  Qtr _ Year ____  _ Merge Files  _____ - _____


  F24-Previous Menu                                                      Help
```

The batch Notice to Dismiss has the same fields filled in as the immediate form. See page 6-13.

✅ Judgment Civil (JDG)

Option: <u>Immediate Printing - 8 x 11 plain paper only</u>

- Type **JDG** in the *Nxt* field on the hop line
- Type the case number in the *Case* field and the party type and number in the *Pty* field
- Press **ENTER**

```
SUNNY SPRINGS              CIVIL JUDGMENT                    MC10    PEND
Court 2  Case 04-0101      Type GC  File Date  1/02/04
P01 JOHNSON/PEARL/_____     D01 WILSON/JEROME/_____
X   JUDGMENT:                     Defendant  WILSON/JEROME/_____
For    PEARL JOHNSON_____     Against    JEROME WILSON_____
_____     _____
 _ After trial  X Consent           _ Summary Disposition  _ Default
 _ Dismissal    _ Without prejudice _ With prejudice    _ No cause of action
ORDER OF JUDGMENT
Damages    Interest    Costs    - Other costs -    Judgment
  300.00  _____    109.00  _____ _____      409.00
     _ Note filed for cancellation
     _ Approved as to form, notice of entry waived.
     Other:  _____
             _____
             _____
             _____
             _____
             _____

 Date Signed: 011204   Bar No:   12345 Judge: GEORGE W. CROCKETT III
                               Clerk: KAREN STREVEL_____
 NOTE: Erase "Bar No." to print the "Clerk" name
NXT ___ CASE 04-0101___ PTY D01 GAR# __ NAME _____
 F1-Clear Screen      F9-Print      F13-OutQ     F24-Previous Menu    Help
```

- Place an **X** in front of the fields that apply and complete any additional information necessary for the judgment. After entering the damages, interest, costs, etc., press **ENTER**. The judgment total will be calculated for you. You can make corrections by typing over any incorrect amounts and recalculate the judgment by pressing **ENTER** again.

- To print the clerk's name on the form, erase the bar number displayed on the screen and press **F9**; otherwise, the judge's name will print on the form. When the form is printed, the party is updated on the Actions Update screen with the code JGI (Judgment Issued).

Approved, SCAO

Original - Court
1st copy - Plaintiff
2nd copy - Defendant

STATE OF MICHIGAN 99-2 **JUDICIAL DISTRICT** **JUDICIAL CIRCUIT**	**JUDGMENT** Civil	CASE NO. 04-0101 GC

Court address

27777 FRANKLIN ROAD-SUITE 1300
SUNNY SPRINGS, MI 48034

Court telephone no.
(248) 555-9999

Plaintiff(s)
JOHNSON/PEARL/

v

Defendant(s)
WILSON/JEROME/

Plaintiff/Plaintiff attorney name and address
P-32443   (517) 372-2900
TIMOTHY A. O'ROURKE
221 W SAGINAW ST
LANSING, MI 48933

Defendant/Defendant attorney name and address

WILSON/JEROME/
5112 MIDDLEBELT
FARMINGTON, MI 48035

☒ **JUDGMENT**

For: _____PLAINTIFF_____

      PEARL JOHNSON

Against: _____DEFENDANT_____

      JEROME WILSON

☐ Trial   ☒ Consent
☐ Summary Disposition   ☐ Default

☐ **DISMISSAL**
☐ Without prejudice   ☐ With prejudice
☐ No cause of action

ORDER OF JUDGMENT

Damages $ __300.00__   Other conditions, if any:
Interest $ _____
Costs $ __109.00__
Other (specify) $ _____
               $ _____
   Judgment $ __409.00__
This judgment will earn interest at applicable statutory rates.

☐ A note or other written evidence of indebtedness has been filed with the clerk for cancellation.

☐ Approved as to form, notice of entry waived.

IT IS ORDERED that this judgment is granted.

___JAN. 12, 2004___
Judgment date

Judge/~~XXXXXXXXXXXX~~
GEORGE W. CROCKETT III

P-12345
Bar no.

Plaintiff/Attorney

Defendant/Attorney

Judgment has been entered and will be final unless within 21 days of judgment date a motion for new trial or an appeal is filed.

CERTIFICATE OF MAILING

I certify that a copy of this judgment was served upon the other party(ies) or their attorney(s) by ordinary mail at the above address(es).

Date

Signature

MC 10 (6/03) **JUDGMENT, CIVIL**

MCR 2.601, MCR 2.602, MCR 2.603

☑ Judgment Landlord Tenant (JLT)

Options: <u>Immediate Printing - 8 x 11 plain paper only</u>

- Type **JLT** in the *Nxt* field on the hop line
- Type the case number in the *Case* field and the party type and number in the *Pty* field
- Press **ENTER**

```
SUNNY SPRINGS            CIVIL JUDGMENT LANDLORD/TENANT              DC105  PEND
Court 2      Case 04-0134          Type LT       File Date  1/05/04
P01 MAPLEBROOK APARTMENTS//              D01 WILLS/KAREN/
Date Signed: 011204     Bar No: 12345    Judge: GEORGE W. CROCKETT III
Personal Service        _ Plaintiff/Atty   _ Defendant/Atty
THE COURT FINDS:  by     _ hearing     X default     _ consent
   X The plaintiff has a right to possession   _ There is now due to plaintiff:
                    Rent  $ _____   Costs $ _____    Total $
   _ The defendant has right to possession
   _ An order of eviction will be issued unless paid, or moved out by 000000
   X An order of eviction will be issued on 012804 unless you move.
   _ May be liable for money damages
   Partial payment   _ will   _ will not prevent issuance of an eviction order
   X No money judgment is entered at this time.
MONEY JUDGMENT:  _ Possession judgment was previously entered.
                 _ A money judgment is entered as follows:
                    Damages $ _____   Costs $ _____    Total $
FURTHER ORDERS:  _____
    _____
    _____
Motion/Appeal must be filed in court by 012204   X MCR 4.201(I) Explained

NXT ___ CASE 04-0134___ PTY D01 GAR# __ NAME _____
F1-Clear Screen   F9-Print     F13-OutQ   F24-Previous Menu   Help
```

- Place an **X** in front of the fields that apply and complete any additional information necessary for the judgment. After entering the damages, interest, costs, etc., press **ENTER**. The judgment total will be calculated for you. You can make corrections by typing over the incorrect amounts and recalculate the judgment by pressing **ENTER** again.

- Press **F9** to print the form. When the form is printed, the party is updated on the Actions Update screen with the code JGI (Judgment Issued).

Approved, SCAO

Original - Court   2nd copy - Defendant
1st copy - Defendant   3rd copy - Plaintiff

STATE OF MICHIGAN 99-2 JUDICIAL DISTRICT	JUDGMENT LANDLORD - TENANT	CASE NO. 04-0134 LT

Court address   27777 FRANKLIN ROAD-SUITE 1300   Court telephone no.
                 SUNNY SPRINGS, MI 48034   (248) 555-9999

Plaintiff
MAPLEBROOK APARTMENTS//   v   Defendant
                                     WILLS/KAREN/

```
(248) 203-0849      P-34412
KELLY,ROBERT L.,
39577 WOODWARD AVE STE 300
BLOOMFIELD HILLS, MI   48304
```

Plaintiff/Attorney   ☒ Personal service

```
WILLS/KAREN/
14323 MAPLE LANE, APT 16
SOUTHFIELD, MI   48034
```

Defendant/Attorney   ☐ Personal service

THE COURT FINDS:

by ☐ hearing ☒ default ☐ consent

POSSESSION JUDGMENT

☒ 1. The plaintiff has a right to possession.

☐ 2. There is now due to plaintiff:

    a. Rent to retain possession........ $_____

    b. Costs............. $_____

    c. Total............. $_____

☐ 3. The defendant has a right to possession.

TO THE DEFENDANT:

4. ☐ a. An order evicting you will be issued unless you pay the plaintiff or court the amount due in item 2.c. above or unless you move out on or before _____ .
                                             Date

    OR

    ☒ b. An order evicting you will be issued on or after ___JAN. 28, 2004___ unless you move.
                                                 Date

☐ 5. You may be liable for money damages after you move if additional rent is owed or if there is damage to the property.

☐ 6. Acceptance of partial payment of the total amount due in item 2.c. above ☐ will ☐ will not prevent an order evicting you from being issued.

☒ 7. No money judgment is entered at this time.

MONEY JUDGMENT

☐ 8. A possession judgment was previously entered.
☐ 9. A money judgment is entered as follows:

                                      a. Damages $_____

                                      b. Costs $_____

    This judgment will earn interest at statutory rates. c. Total $_____

10. **FURTHER ORDERS:** _____

11. **YOU ARE ADVISED** that you may file a motion for a new trial, a motion to set aside a default judgment, or file an appeal and appeal bond. This must comply with all court rules and must be filed in court by ___JAN. 22, 2004___. You may want legal help.
                                              Date

☒ 12. MCR 4.201(I) was explained to parties.

___JAN. 12, 2004___
Date

	Judge GEORGE W. CROCKETT III P-12345 / Bar no.

CERTIFICATE OF MAILING: I certify that on this date a copy of the above judgment was mailed to the plaintiff and defendant at their last known addresses, by ordinary mail, unless otherwise indicated.

Date _____   Deputy clerk _____

*Approved:

Date _____   Plaintiff/Attorney _____

Date _____   Defendant/Attorney _____

DC105 (3/02) **JUDGMENT, LANDLORD-TENANT**   MCR 4.201(K)(1)(d)

✔️ Judgment of Possession after Land Contract Forf. (JLC)

Options: <u>Immediate Printing - 8 x 11 plain paper only</u>

- Type **JLC** in the *Nxt* field on the hop line
- Type the case number in the *Case* field and the party type and number in the *Pty* field
- Press **ENTER**

```
SUNNY SPRINGS         CIVIL JUDGMENT LAND CONTRACT FORFEITURE    DC106  PEND
Court 2      Case 03-0913          Type SP       File Date  9/12/03
P01 FARMER/DENNIS/_____  D01 LANDERS/MARILEE/_____
Date Signed: 011204      Bar No: 12345    Judge: GEORGE W. CROCKETT III
Personal Service         X Plaintiff/Atty      X Defendant/Atty
THE COURT FINDS:  by     X hearing     _ default     _ consent
   _ The plaintiff has a right to possession
     There is now due plaintiff:   Amount $ _8450.00 Other damages $   549.00
                                   Costs  $  156.00 Total        $  9155.00
   _ No cause for action
Property Descr:  _____
   _____
The court has determined:
   _ You owe above total, including interest paid to 000000
     You have ____ days from this judgment to pay.
   X You have materially breached the land contract. You have until 030104 to
     cure the breach.
FURTHER ORDERS:  _____
   _____
   _____
Motion/Appeal must be filed in court by 012204

NXT ___ CASE 03-0913___ PTY D01 GAR# __ NAME _____
F1-Clear Screen   F9-Print     F13-OutQ   F24-Previous Menu   Help
```

- Place an **X** in front of the fields that apply and complete any additional information necessary for the judgment. After entering the damages, interest, costs, etc., press **ENTER**. The judgment total will be calculated for you. You can make corrections by typing over incorrect amounts and recalculate the judgment by pressing **ENTER** again.

- Press **F9** to print the form. When the form is printed, the party is updated on the Actions Update screen with the code JGI73 (Judgment Land Contract Forfeiture Issued).

Approved, SCAO

| | Original - Court   2nd copy - Defendant
1st copy - Defendant   3rd copy - Plaintiff |

| STATE OF MICHIGAN
99-2 **JUDICIAL DISTRICT** | **JUDGMENT OF POSSESSION**
AFTER LAND CONTRACT FORFEITURE | **CASE NO.**
03-0913   SP |

| Court address | 27777 FRANKLIN ROAD-SUITE 1300
SUNNY SPRINGS, MI   48034 | Court telephone no.
(248) 555-9999 |

| Plaintiff
FARMER/DENNIS/ | v | Defendant
LANDERS/MARILEE/ |

(313) 967-9142   P-35234
GONZALEZ,MARY M.,
645 GRISWOLD ST STE 2400
DETROIT, MI   48226

Plaintiff/Attorney   ☒Personal service

(810) 667-3601   P-34222
VAN NORMAN,DANIEL GEORGE,
18 E NEPESSING ST
LAPEER, MI   48446

Defendant/Attorney   ☒Personal service

THE COURT FINDS:

by ☒ hearing   ☐ default   ☐ consent

1. The land contract has been forfeited.
☒ 2. The plaintiff has a right to possession.
3. There is now due to plaintiff:

Amount	$	8,450.00
Other damages	$	549.00
Costs	$	156.00
Total	$	9,155.00

☐ 4. There is no cause for action.

TO THE DEFENDANT, IT IS ORDERED:

5. A judgment of possession for breach of a land contract is entered in this case for the following described property:

     LOT 5, T4N, R15E, IN THE CITY OF SOUTHFIELD, OAKLAND COUNTY,
     MICHIGAN, ALSO KNOWN AS 8910 OAK TREE LANE, SOUTHFIELD, MI

6. The court has determined:

☐ a. You owe $ ___9,155.00___ , including interest paid to _____.
                                                           Date

     You have _____ days from the date of delivery/mailing of this judgment to pay.

☒ b. You have materially breached the land contract. You have until ___MARCH 1, 2004___
     to cure the breach.   Date

     If you do not pay the judgment by the time stated or if the breach is not cured by the date stated, an order of eviction may be issued.

7. **FURTHER ORDERS:** _____

_____

8. **YOU ARE ADVISED** that you may file a motion for a new trial, a motion to set aside a default judgment, or an appeal and appeal bond within 10 days of judgment. This must comply with all court rules and must be filed in court by ___JAN. 22, 2004___ . You may want legal help.   Date

___JAN. 12, 2004___   P-12345
Date   Judge   GEORGE W. CROCKETT III   Bar no.

Payment in the full amount may be made to the plaintiff or to the court by certified check or money order.

CERTIFICATE OF MAILING: I certify that on this date a copy of the above judgment was mailed to the plaintiff and defendant at their last known addresses, by ordinary mail, unless otherwise indicated.	*Approved:
	Date Plaintiff/Attorney
Date Deputy clerk	Date Defendant/Attorney

DC106 (3/00) **JUDGMENT OF POSSESSION AFTER LAND CONTRACT FORFEITURE**   MCL 600.5741; MSA 27A.5741,
MCR 4.202(J)

☑️ Judgment - Small Claims (JSC)

Options: Immediate and batch printing.

Immediate Printing - 8 x 11 plain paper

- Type **JSC** in the *Nxt* field on the hop line
- Type the case number in the *Case* field and the party type and number in the *Pty* field
- Press **ENTER**

```
SUNNY SPRINGS            CIVIL JUDGMENT SMALL CLAIMS          DC85   PEND
Court 2  Case 04-0119     Type SC  File Date  1/05/04
P01 HANKS/JUNE/_____  D01 SPARKS/RODNEY/_____
Personal Service: X Plaintiff  X Defendant  SPARKS/RODNEY/_____
X  JUDGMENT:
For   JUNE HANKS_____     Against   RODNEY SPARKS_____
_____     _____
     X  After trial    _  Consent*     _  Non-appearance default
     _  DISMISSAL       _  Without prejudice   _  With prejudice
Damages   Interest   Costs    - Other costs -    Judgment    Other reasn
  501.00 _____   99.00 _____  _____     600.00 _____
    _ Note filed for cancellation
IT IS ORDERED:
1.  _ Pay to: _____  _ in full  _ installments
       Amt: _____ _ weekly  _ bi-weekly _ monthly  starting: 000000
2.  X Payment within 21 days:
3.  _ Other:  _____
             _____
             _____
    _ An attorney magistrate's judgment is final unless appealed within 7 days
Date Signed: 011204   Bar No:  12345 Judge: GEORGE W. CROCKETT III

NXT ___  CASE 04-0119___  PTY D01 GAR# __ NAME _____
 F1-Clear Screen     F9-Print F13-OutQ    F24-Previous Menu    Help
```

- Place an **X** in front of the fields that apply and complete any additional information necessary for the judgment. After entering the damages, interest, costs, etc., press **ENTER**. The judgment total will be calculated for you. You can make corrections and recalculate the judgment by pressing **ENTER**.

- The date signed and bar number fields can be erased or changed before printing the form.

- Press **F9** to print the form. When the form is printed, the party is updated on the Actions Update screen with the code JGI38 (Judgment Small Claims Issued).

Approved, SCAO

Original - Court
1st copy - Plaintiff
2nd copy - Defendant

STATE OF MICHIGAN 99-2 JUDICIAL DISTRICT	JUDGMENT Small Claims	CASE NO.
		04-0119 SC

Court address

27777 FRANKLIN ROAD-SUITE 1300
SUNNY SPRINGS, MI 48034

Court telephone no.
(248) 555-9999

Plaintiff's name and address

HANKS/JUNE/
9011 MAPLE COURT
SOUTHFIELD, MI 48034

v

☒ Personal service

☒ JUDGMENT

For: _PLAINTIFF, JUNE HANKS_
_____

Against: _DEFENDANT, RODNEY SPARKS_
_____

Defendant's name and address

SPARKS/RODNEY/
10101 OAK ROAD
SOUTHFIELD, MI 48034

☒ Personal service

☒ After trial   ☐ Consent*
☐ Non appearance default

☐ **DISMISSAL**
☐ Without prejudice ☐ With prejudice

Damages $ 501.00
Interest $_____
Costs $ 99.00
Other (specify) $_____
               $_____
Judgment $ 600.00   This judgment will earn interest at current statuatory rates.

☐ A note or other written evidence of indebtedness has been filed with the clerk for cancellation.

IT IS ORDERED this judgment is granted and:

☐ 1. The defendant must pay the judgment to _____ ☐ in full.
                                            Name (type or print)

   ☐ installments of $_____ ☐ weekly ☐ bi-weekly ☐ monthly starting _____
                                                                              Date

   until paid in full. No further proceedings to collect the judgment will issue as long as defendant(s) comply with this order.

☒ 2. If this judgment is not paid within 21 days from the date of this judgment, or if any installment payment plan is not approved by the court within this time, you must pay the judgment in full or disclose to the court and plaintiff, in writing (form DC87), your place of employment and the location of your accounts in all banks, savings and loan associations, or credit unions.

☐ 3. Other:

JAN. 12, 2004   Judge/~~XXXXXXXXXXXXXXXXX~~   P-12345
Date   GEORGE W. CROCKETT III   Bar no.

☐ An attorney magistrate's judgment is final unless appealed within 7 days.

NOTICE: If this judgment is not paid as ordered or within 21 days, you may be ordered into court for questioning regarding your assets, your property may be seized, or garnishment may issue after 21 days. When judgment is paid in full, plaintiff should file a signed satisfaction of judgment with the clerk, or defendant may file a motion for entry of an order of satisfaction.

CERTIFICATE OF MAILING

I certify that on this date a copy of this judgment and the instructions, "Collecting Money for Small Claims Judgment" (form DCI-84) was served on the parties indicated above by ordinary mail.

_____   _____
Date   Deputy clerk

*Approved: _____   _____
             Date   Defendant signature

             _____   _____
             Date   Plaintiff signature

DC 85 (3/02) JUDGMENT, Small Claims   MCL 600.8401 et seq.,MCR 2.620,MCR 4.305

Batch Printing of Judgment Small Claims

- All Small Claims Judgments that you want to print in batch must be ordered on the RPT screen or scheduled for hearing using HRC38 on the Actions Update screen.

- When using HRC38, the judgments will generate two days prior to the court date when Date Generated Notices are requested. To process these judgments:

    - Type an **X** in front of *Date Generated Notices*

    - Press **ENTER**

```
 SUNNY SPRINGS          State Court Administrative Office    2/10/04  08:16:44
                                Civil Reports

                        Reports Requested - (via online)

      Reports for User: _ ALL Users or _ KJS
                        _ All Reports

    _ FLB   _ LBL   _ MLR   _ ROA   _ JSC   _ DFN   _ NOI   _ NTD   _ NTA

                        Reports Requested - (via batch)

                    X Date Generated Notices
                    _ Default App,Entry,Aff       _ Pre-list
                    _ Intent/Notice Dismiss       _ Pre-list
                    _ Bench Warrant List
```

- For specific requests made through the RPT screen, on the Civil Reports menu:

    - Type an **X** in front of *All Users* -**OR**- *your initials*

    - Type an **X** in front of *JSC*

    - Press **ENTER**

```
SUNNY SPRINGS          State Court Administrative Office    1/28/04  15:17:35
                              Civil Reports

                       Reports Requested - (via online)

   Reports for User:  _ ALL Users or X KJS
                      _ All Reports

   _ FLB    _ LBL    _ MLR    _ ROA    X JSC    _ DFN    _ NOI    _ NTD    _ NTA
```

When Small Claims Judgments are created for preprinted forms, the following information is printed:

- Court No.
- Case No.
- Court address and phone no.
- Plaintiff's name and address
- Defendant's name and address
- Judge or Magistrate name and bar #

The hearing results are only available on the immediate form.

When a judgment is printed, a notation of JGI38 (Judgment Small Claims Issued) is written to the Actions Update screen.

☑️ Motion, Affidavit & Bench Warrant (PBW)

Options: <u>Immediate Printing - 8 x 11 plain paper only</u>

- Type **PBW** in the *Nxt* field on the hop line

- Type the case number in the *Case* field and the party type and number in the *Pty* field

- Press **ENTER**

```
SUNNY SPRINGS          CIVIL MOTION, AFFIDAVIT, & BENCH WARRANT    MC229  PEND
Court 2  Case 04-0101      Pty D01                        Type GC
P01 JOHNSON/PEARL/                    D01 WILSON/JEROME/
 Date Signed: 011204   Judge No:  20230 Judge    STEVEN R. SERVAAS
 Police Report No.   _____              Conditional (Page 1) _
         Plaintiff    JOHNSON/PEARL/
MOTION & AFFIDAVIT   Name WILSON/JEROME/
   X Fail to Appear          _ Other Reasons
         Reasons
 _____
 _____
 _____
 _____
  BENCH WARRANT
         Name       WILSON/JEROME/
         Alt Name
         Address    5112 MIDDLEBELT
         City       FARMINGTON        State MI  Zip  48035
         Race       W  WHITE          Sex M   MALE
         DLN        W422556123123  MI DOB 12 / 29 / 1979
         Bond Amt   $ 200.00          (MM / DD / YYYY)
NXT ___  CASE 04-0101   PTY D01 GAR# 00 NAME _____
F1-Clr F4-Prompt F7-Print F9-Print/Update/Sts F10-Print/Update F13-OutQ F24-Prev
```

- The Return and Memorandum Copy print unless the *Conditional* field is **X**'d; if **X**'d, only the Return will print.

- Valid entries for race are: **W-**White, **B-**Black, **I-**American Indian or Alaskan Native, **A-**Asian or Pacific Islander, **U-**Unknown

- Print options:

  F7-Print only - prints the form and writes a note to the *comments section* of the Actions Update screen and ROA noting the date and the party for whom the bench warrant was printed, e.g. D01: Motion, Aff. & Bench Warrant Printed. It does not update the status of the party.

  F9-Print/Update/Status - prints the form and updates the *code section* of the Actions Update screen with the party, the date, and the trigger code of BWI (bench warrant issued). **It also changes the status of the case and party to WRNT (warrant)**, and writes the reason for the bench warrant in the *comments section* of the Actions Update screen and ROA.

  F10-Print/Update - prints the form and writes a note to the *comments section* of the Actions Update screen and ROA noting the date and the party for whom the bench warrant was printed, and the reason for the bench warrant. It does not update the status of the party.

```
                                              Original - Police
                                              Copy - Court
                                              Additional copies as needed
   Approved, SCAO
         STATE OF MICHIGAN          |                          |  CASE NO.
99-2       JUDICIAL DISTRICT        | MOTION, AFFIDAVIT,       |
           JUDICIAL CIRCUIT         | AND BENCH WARRANT        | 04-0101      GC
           COUNTY PROBATE           |                          |
ORI                    Court address  27777 FRANKLIN ROAD-SUITE 1300   Court telephone no.
MI-630992J                            SUNNY SPRINGS, MI  48034
Police Report No.                                                      (248) 555-9999
Plaintiff                                     | Defendant(s)/Probationer
☐ People of the State of Michigan             |   WILSON/JEROME/
☒ JOHNSON/PEARL/                         V    |
                                              | CTN          | SID        | DOB
☒ Civil  ☐ Criminal                           |              |            |
              Current Charge                  | TCN                       | 12/29/1979
☐ Probate    In the matter of_____

☐ Juvenile   In the matter of_____
```

A motion and affidavit is not required when the
bench warrant is issued on the judge's own motion.

MOTION AND AFFIDAVIT

I request that a bench warrant be issued and _____WILSON/JEROME/_____
be arrested and: Name of respondent
☒ held in contempt for failure to appear.   ☐ held in contempt for the following reasons:

_____
Signature

Subscribed and sworn to before me on _____ , _____ County, Michigan.
                                         Date

My commission expires: _____ Signature: _____
                          Date

BENCH WARRANT

Respondent failed to comply with an order of this court.

IN THE NAME OF THE PEOPLE OF THE STATE OF MICHIGAN:

TO ANY PEACE OFFICER OR COURT OFFICER AUTHORIZED TO MAKE ARREST:
I order you to arrest:

```
Name and address of respondent              | Race            | Sex
                                            |                 |
   WILSON/JEROME/                           | WHITE           | M
   5112 MIDDLEBELT                          | DLN             |
   FARMINGTON, MI  48035                    |                 |
                                            | W422556123123  MI
```

Bring the respondent before the court immediately, or respondent may be released when a cash
or surety bond in the amount of $ 200.00 _____ is posted for personal appearance
before the court at its next session.

```
 JAN. 30, 2004            (SEAL)          |                              P-12345
Date                                      | Judge GEORGE W. CROCKETT III  Bar no.
```

RETURN

I have, on _____ , taken respondent into custody as ordered by this warrant.
             Date

_____   _____
Date   Peace officer
MC 229 (6/03) **MOTION, AFFIDAVIT, AND BENCH WARRANT**   MCR 3.606

Warrant Return Copy

Approved, SCAO

Original - Police
Copy - Court
Additional copies as needed

STATE OF MICHIGAN	MOTION, AFFIDAVIT, AND BENCH WARRANT	CASE NO.
99-2 JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE		04-0101 GC

ORI MI-630992J Police Report No.	Court address 27777 FRANKLIN ROAD-SUITE 1300 SUNNY SPRINGS, MI 48034	Court telephone no. (248) 555-9999

Plaintiff ☐ People of the State of Michigan ☒ JOHNSON/PEARL/	V	Defendant(s)/Probationer WILSON/JEROME/
☒ Civil ☐ Criminal __Current Charge__		CTN SID DOB TCN 12/29/1979

☐ Probate   In the matter of _____

☐ Juvenile   In the matter of _____

A motion and affidavit is not required when the
bench warrant is issued on the judge's own motion.

MOTION AND AFFIDAVIT

I request that a bench warrant be issued and _____WILSON/JEROME/_____
be arrested and: Name of respondent
☒ held in contempt for failure to appear.   ☐ held in contempt for the following reasons:

_____
                                        Signature

Subscribed and sworn to before me on _____ , _____ County, Michigan.
                                          Date

My commission expires: _____ Signature: _____
                          Date

BENCH WARRANT

Respondent failed to comply with an order of this court.

A bench warrant to arrest the respondent has issued on this date.

Respondent was described as follows:

Name and address of respondent WILSON/JEROME/ 5112 MIDDLEBELT FARMINGTON, MI 48035	Race WHITE DLN W422556123123 MI	Sex M

Bring the respondent before the court immediately, or respondent may be released when a cash
or surety bond in the amount of $ _200.00_____ is posted for personal appearance
before the court at its next session.

JAN. 12, 2004 Date	(SEAL)	_____ Judge GEORGE W. CROCKETT III	P-12345 Bar no.

MEMORANDUM COPY - NOT TO BE USED FOR ARREST

TO THE COURT CLERK: When the original charge in a criminal case is more than a 92 day
misdemeanor or felony and the defendant has not been sentenced or discharged, send a photocopy
of this Petition and Bench Warrant Memorandum to the Michigan State Police Criminal Justice
Information Center as required under MCL 769.16a.

MC 229 (6/03) **MOTION, AFFIDAVIT, AND BENCH WARRANT**   MCR 3.606

Memorandum Copy for Court File

✔️ Motion and Order to Show Cause (SCS)

Options: <u>Immediate Printing - 8 x 11 plain paper only</u>

- Type **SCS** in the *Nxt* field on the hop line
- Type the case number in the *Case* field and the party type and number in the *Pty* field
- Press **ENTER**

```
SUNNY SPRINGS              MOTION & ORDER TO SHOW CAUSE        MC 230   PEND
Court 2  Case 04-0010      Type GC
P01 GILBERT/JOHN/A                        D01 NEFF/VIVIAN/
Date signed  020404    Bar No.: 12345  Judge  GEORGE W. CROCKETT III
Appearance Date:  021104    Time:  1000 A          Print Page 1 Only X
AT:  X the court address above
     _ other
I am interested in this matter as
Motion directing  D01  NEFF/VIVIAN/
 X civil  _ criminal  contempt of co
 _ judgment for amt. of recognizanc
Order:
 X civil  _ criminal  contempt of court
 X judgment should not be entered        _ case should not be dismissed
 _ other
For the following reasons:         Has not complied with order dated 020204
_____
REASONS WILL PRINT HERE
_____
_____
 Served: _ Personally   X By Mail      7 days before hearing

NXT ___ CASE 04-0010   PTY D01 GAR# __ NAME JOHNSON
 F1-Clear Screen     F9-Print     F13-OutQ    F24-Previous Menu
```

> The P01 and D01 fields can be changed if you want someone other than the primary plaintiff and primary defendant to print on the form. Type over P01 and D01 with the party designators you want and press ENTER.

> The party designated on the hop line will be displayed in the Motion section. To change, type over the party with the one you want and press ENTER.

When the show cause event has been scheduled on the Actions Update screen using code **SHC or MOC55**, the date and time will be retrieved in the *Appearance Date* and *Time* fields.

If not scheduled first on the Actions Update screen, adding the *Appearance Date* and *Time* on this screen will print it on the form but will not put the case on the calendar.

To print the proof of service page, remove the **X** in the *Print Page 1 Only* field.

Press **F9** to print the form. When the form is printed, the party is updated on the Actions Update screen with the code SHI (Show Cause Issued).

Approved, SCAO

Original - Court 1st copy - Subject	2nd copy - Return Additional copies as needed PROBATE OSM CODE: MOT OSC

STATE OF MICHIGAN 99-2 JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	MOTION AND ORDER TO SHOW CAUSE	CASE NO. 04-0010 GC

Court address	27777 FRANKLIN ROAD-SUITE 1300 SUNNY SPRINGS, MI 48034	Court telephone no. (248) 555-9999

Plaintiff(s)/Petitioner(s) GILBERT/JOHN/A	V	Defendant(s)/Respondent(s)/Probationer NEFF/VIVIAN/

☐ Probate   In the matter of _____

☐ Juvenile In the matter of _____

MOTION AND AFFIDAVIT

1. I am interested in this matter as _____.

2. NEFF/VIVIAN/ _____ has not complied with an order dated FEB. 2, 2004
   Name (type or print)
   by failing to:
                    REASONS WILL PRINT HERE

3. I request an order directing NEFF/VIVIAN/ _____ to show cause why:
                              Name (type or print)
   ☒ a. s/he should not be found in ☒ civil ☐ criminal   contempt of court.
   ☐ b. judgment should not be entered against him/her (as surety/agent) for the full amount of
       recognizance.
   ☐ c. judgment should not be entered against him/her for failure to file a garnishee
       disclosure.

                                        _____
                                        Signature

Subscribed and sworn to before me on _____ , _____ County, Michigan.
                                      Date

My commission expires: _____ Signature: _____
                        Date

ORDER

TO: ┌   ┐
       │ NEFF/VIVIAN/   If you require special accommodations to
       │ 5523 OAK DRIVE   use the court because of disabilities,
       │ SOUTHFIELD   MI 48034   please contact the court immediately to
       │   make arrangements.
       └   ┘

IT IS ORDERED:

4. You are ordered to appear before this court on ___ FEB. 11, 2004 ___ at __ 10:00 __ A.m.
                                                  Date   Time
   ☒ the court address above
   at ☐ courtroom number _____
      ☐ _____
   to show cause why
   ☒ you should not be held in ☒ civil ☐ criminal contempt for failure to comply with the
     order of this court
   ☒ a judgment should not be entered against you
   ☐ your case should not be dismissed
   ☐ other: _____
   for the reasons stated in the motion.

5. Failure to appear for a contempt hearing may result in a bench warrant being issued for
   your arrest.

6. A copy of this must be served ☐ personally ☒ by mail on the person ordered to
   appear at least _____ 7 _____ days before the hearing.

FEB. 4, 2004   P-12345
Date   Judge GEORGE W. CROCKETT III   Bar no.

MC 230 (6/03) **MOTION AND ORDER TO SHOW CAUSE**   MCR 2.108(D),MCR 3.606(A),MCR 5.108

☑️ Notice of Intent to Dismiss for No Progress (NOI)

Options: Immediate and batch printing.

Immediate Printing - 8 x 11 plain paper

- Type **NOI** in the *Nxt* field on the hop line
- Type the case number in the *Case* field and the party type and number in the *Pty* field
- Press **ENTER**

```
SUNNY SPRINGS          CIVIL NOTICE of INTENT to DISMISS          MC26   PEND
Court 2  Case 04-0101      Type GC  File Date  1/02/04  Judge CROCKETT,GEORGE W.
P01 JOHNSON/PEARL/                        D01 WILSON/JEROME/

Plaintiff  P01   File Date  1/02/04 Atty: 32443 O'ROURKE,TIMOTHY A.,

Name     JOHNSON/PEARL/
Alt-Name
Street   433 INKSTER                                Phone no       -
City     FARMINGTON              State  MI          Zip code  48035

Defendant  D01   File Date  1/02/04 Atty: 44215 RODRIGUES,MELANIE E.,

Name     WILSON/JEROME/
Alt-Name
Street   5112 MIDDLEBELT                            Phone no       -
City     FARMINGTON              State  MI          Zip code  48035




NXT ___  CASE 04-0101___  PTY D01 GAR# __  NAME _____
  F1-Clear Screen   F9-Print   F13-OutQ    F24-Previous Menu    Help
```

All of the information needed for this form is pulled from the database. The system will check for eligibility and note on the bottom of the screen *Party Not eligible for Notice* when 91 days have not elapsed since the last trigger event. See Appendix B for list of Trigger Codes.

Press **F9** to print the form. When the form is printed, the party is updated on the Actions Update screen with the code NOI75 (Notice of Intent to Dismiss Issued).

```
STATE OF MICHIGAN          NOTICE OF INTENT TO DISMISS      CASE NO. 04-0101    GC
99-2 JUDICIAL DISTRICT         FOR NO PROGRESS
─────────────────────────────────────────────────────────────────────────────
          Court Address 27777 FRANKLIN ROAD-SUITE 1300          Court Telephone
                         SUNNY SPRINGS, MI   48034               (248) 555-9999
─────────────────────────────────────────────────────────────────────────────
```

```
Plaintiff's name, address, and phone #
JOHNSON/PEARL/
433 INKSTER
FARMINGTON, MI  48035
```

```
Plaintiff's attorney,bar #,address,phone #
(517) 372-2900   P-32443
O'ROURKE,TIMOTHY A.,
221 W SAGINAW ST
LANSING, MI  48933
```

                         V

```
Defendant's name, address, and phone #
WILSON/JEROME/
5112 MIDDLEBELT
FARMINGTON, MI  48035
```

```
Defendant's attorney,bar #,address,phone #
```

TO: All attorneys of record and unrepresented parties.

You are notified that:

1. No steps or proceedings appear to have been taken in this matter in 91 days.

2. The action will be dismissed for lack of progress 28 days after the date of this notice unless the parties show that progress is being made or that the failure to prosecute is not due to the fault or lack of reasonable diligence of the party seeking affirmative relief.

_____   _____
Date   Clerk/Register

MC 26 (3/00)   **NOTICE OF INTENT TO DISMISS FOR NO PROGRESS**   MCR 2.501(C),2.502(A)

Batch Printing of Notice of Intent to Dismiss - preprinted forms

- • Ensure that all service returns and pleadings have been updated on the Actions Update screen and that all scheduling is completed.

- • To let the system determine qualified defendants:

     - • Type an **X** in front of *Intent/Notice Dismiss*

     - • Press **ENTER**

Warning! When allowing the system to determine eligibility, you may want to print and review a Pre-List first. The process described on this page produces both the Intent to Dismiss and the Dismissal and updates the party with corresponding codes. The DSE20 and DSE14 codes update the party to a CLOSED status. The Pre-List is explained in Chapter 7-Reports.

```
SUNNY SPRINGS          State Court Administrative Office    1/28/04  15:37:06
                              Civil Reports

                       Reports Requested - (via online)

     Reports for User: _ ALL Users or  _ KJS
                       _ All Reports

   _ FLB   _ LBL   _ MLR   _ ROA   _ JSC   _ DFN   _ NOI   _ NTD   _ NTA

                       Reports Requested - (via batch)

                    _ Date Generated Notices
                    _ Default App,Entry,Aff      _ Pre-list
                    X Intent/Notice Dismiss      _ Pre-list
                    _ Bench Warrant List
     Alp Num                              Num
        _ Alphabetical Index                _ Attorney Case List
        _ Appeal List                       _ Caseage Report
        _ Numeric Index                                     Date Range
     _  _ Caseload Report  Qtr _ Year ____ _ Merge Files   _____ - _____
```

- If <u>you</u> want to specify which Defendants to print, first type **NOI** in the *Rpt* column on the RPT screen with the case numbers you wish to process.

- Then, to process requests made through the RPT screen, on the Civil Reports menu:

  - Type an **X** in front of *All Users* -**OR**- *your initials*

  - Type an **X** in front of *NOI*

  - Press **ENTER**

```
SUNNY SPRINGS          State Court Administrative Office   1/28/04  15:37:06
                             Civil Reports

                       Reports Requested - (via online)

   Reports for User: _ ALL Users or X KJS
                     _ All Reports

 _ FLB    _ LBL    _ MLR    _ ROA    _ JSC    _ DFN    X NOI    _ NTD    _ NTA

                       Reports Requested - (via batch)

                  _ Date Generated Notices
                  _ Default App,Entry,Aff       _ Pre-list
                  _ Intent/Notice Dismiss       _ Pre-list
                  _ Bench Warrant List
      Alp Num                             Num
         _ Alphabetical Index               _ Attorney Case List
         _ Appeal List                      _ Caseage Report
         _ Numeric Index                                        Date Range
     _   _ Caseload Report  Qtr _ Year ____  _ Merge Files   _____ - _____


 F24-Previous Menu                                                     Help
```

The batch Notice of Intent to Dismiss has the same fields filled in as the immediate form. See page 6-33.

☑️ Notice to Appear (NTA)

Options: Immediate and batch printing.

Immediate Printing - 8 x 11 plain paper

- Type **NTA** in the *Nxt* field on the hop line
- Type the case number in the *Case* field
- Type the party type and number in the *Pty* field -**OR**- type the word **ALL***
- Press **ENTER**

```
SUNNY SPRINGS              CIVIL NOTICE TO APPEAR              MC06   PEND
Court 2  Case 04-0101      Type GC  File Date  1/02/04  Judge STEVEN R. SERVAAS
P01 JOHNSON/PEARL/_____    D01 WILSON/JEROME/_____

Bar No: 20230 Judge: STEVEN R. SERVAAS        Courtroom: ____

Plaintiff   P01      File Date  1/02/04    ┌─ Change P01 to Q01 for Cross Party
Atty:      32443 TIMOTHY A. O'ROURKE       │  Plaintiff and D01 to E01 for Cross Party
Name       JOHNSON/PEARL/                  │  Defendant and press ENTER to see the
Alt-Name                                   │  change.
Street     433 INKSTER
City       FARMINGTON       St MI Zip 48035
                                            Next Scheduled Dates
                                            Date     Time A/P Code
Defendant   D01      File Date  1/02/04    1.  21604    900  A  HRC
Atty:                                      2.  _____  ____  _  ____
Name       WILSON/JEROME/                  3.  _____  ____  _  ____
Alt-Name                                   4.  _____  ____  _  ____
Street     5112 MIDDLEBELT                        ADJOURNED FROM
City       FARMINGTON       St MI Zip 48035    _____
                                      Clerk: KAREN STREVEL

NXT ___  CASE 04-0101___ PTY D01 GAR# __ NAME _____
  F1-Clear Screen   F9-Print   F13-OutQ   F24-Previous Menu   Help
```

*The word **ALL** in the *Pty* field will produce a separate notice for each plaintiff and defendant plus one copy for the court file. Cross, counter, and third party plaintiffs and defendants do not print with the ALL option. To print these parties, designate their party codes and numbers in the *Plaintiff* and *Defendant* fields as described in the example above.

When a case has duplicate scheduling codes with future dates, e.g. two motions with different dates and times, it will only print the first motion listed on the screen. You can delete or modify scheduled events for the purpose of printing the form. Changes made on this screen will not update the calendar or case. With the exception of duplicate scheduled events, every event listed on the screen will print on the form.

The clerk's name will be retrieved from the court's Security File if the *Form Signature* field has been updated in that file. See JIS Administrative User Guide. Press **F9** to print the form. When the form is printed, the party is updated on the Actions Update screen with the code NOI77 (Notice to Appear Issued).

Approved, SCAO	Original - Court 1st copy - Plaintiff/Attorney	2nd copy - Defendant/Attorney 3rd copy - Extra

STATE OF MICHIGAN 99-2 JUDICIAL DISTRICT JUDICIAL CIRCUIT	NOTICE TO APPEAR	CASE NO. 04-0101 GC

Court address   27777 FRANKLIN ROAD-SUITE 1300   Court telephone no.
SUNNY SPRINGS, MI 48034   (248) 555-9999

JOHNSON/PEARL/
433 INKSTER
FARMINGTON, MI   48035

Plaintiff   ☐ Personal service
     V

WILSON/JEROME/
5112 MIDDLEBELT
FARMINGTON, MI   48035

Defendant   ☐ Personal service

(517) 372-2900   P-32443
TIMOTHY A. O'ROURKE
221 W SAGINAW ST
LANSING, MI   48933

Plaintiff's attorney/People ☐ Personal service

Defendant's attorney   ☐ Personal service

YOU ARE DIRECTED TO APPEAR AT:

☒ The Court address above, courtroom _____

☐ _____

Judge: STEVEN R. SERVAAS   P-20230

FOR THE FOLLOWING PURPOSE:

	DAY COURT ROOM or PLACE	DATE	TIME
☐ Pre-trial Conf.			
☐ Preliminary Exam.			
☐ Jury Selection			
☐ Jury Trial			
☐ Non-Jury Trial			
☐ Sentencing			
☐ Motion			
☐ Arraignment			
☐ Informal Hearing			
☐ Formal Hearing			
☒ HEARING	MONDAY	2/16/04	9:00 AM

☐ The above matter is adjourned from _____
                   Date

Offense: _____

Officer: _____

KAREN STREVEL
Clerk/Administrator

IMPORTANT: READ THIS CAREFULLY

1. Bring this notice with you.
2. No case may be adjourned except by authority of the judge for good cause shown.
3. FAILURE OF THE DEFENDANT TO APPEAR in a civil case may cause a default judgement to be entered. FAILURE OF THE PLAINTIFF TO APPEAR may result in a dismissal of the case.
4. FAILURE TO APPEAR in a criminal case may subject you to the penalty for contempt of court, and a bench warrant may be issued for your arrest.
5. If you intend to employ a lawyer, s/he should be notified of the date at once.
6. If you require special accommodations to use the court because of disabilities, please contact the court immediately to make arrangements.

CERTIFICATE OF MAILING

I certify that on this date copies of this notice were served upon the parties/attorneys by ordinary mail at the addresses shown above.

_____   _____
Date   Clerk/Administrator
MC 06 (6/96) **NOTICE TO APPEAR**

Batch Printing of Notice to Appear - preprinted form

- Type an **N** in the *Option* field on the Actions Update screen on the line where the event is scheduled -**OR**-
- Type **NTA** in the *Rpt* column on the RPT screen. Include court date, time and scheduling code if not scheduled yet on the Actions Update screen
- Process the request on the Civil Reports menu:

    - Type an **X** in front of *All Users* -**OR**- *your initials*

    - Type an **X** in front of *NTA*

    - Press **ENTER**

```
SUNNY SPRINGS          State Court Administrative Office    1/29/04  08:51:31
                             Civil Reports

                       Reports Requested - (via online)

      Reports for User: X ALL Users or _ KJS
                        _ All Reports

  _ FLB    _ LBL    _ MLR    _ ROA    _ JSC    _ DFN    _ NOI    _ NTD    X NTA

                       Reports Requested - (via batch)

                  _ Date Generated Notices
                  _ Default App,Entry,Aff      _ Pre-list
                  _ Intent/Notice Dismiss      _ Pre-list
                  _ Bench Warrant List
    Alp Num                            Num
        _ Alphabetical Index              _ Attorney Case List
        _ Appeal List                     _ Caseage Report
        _ Numeric Index                                    Date Range
    _   _ Caseload Report  Qtr _ Year ____  _ Merge Files   _____ - _____


 F24-Previous Menu                                                     Help
```

When the form is created, a corresponding notation of **NOI77** (Notice to Appear Issued) is written to the Actions Update screen and the Register of Actions.

Forms Trac, Enterprises (313) 968-0990
FORM NO. FTE 8004 (4/86)

Original - Court   2nd copy - Defendant/Attorney
1st copy - Plaintiff/Attorney   3rd copy - Extra

STATE OF MICHIGAN	NOTICE TO APPEAR	CASE NO.
99 JUDICIAL DISTRICT		03-0901

Court address   Court telephone no.

```
BARFIELD/JOHN/S
17199 N LAUREL PARK DR
LIVONIA            MI 48152
```
Plaintiff   ☐ Personal service

```
(734) 953-5050     P-32343
FRANKLIN/GIGI/
9012 TELEGRAPH
SOUTHFIELD         MI 48234
```
Plaintiff's Attorney/People   ☐ Personal service

```
BILLINGS/MARY/
1818 INKSTER
FRANKLIN           MI 48455
```
Defendant   ☐ Personal service

```
(702) 384-4012   p-44323
MARY P. GROSBECK
301 E CLARK AVE #1000
LAS VAGAS          NV 89101
```
Defendant's Attorney   ☐ Personal service

YOU ARE DIRECTED TO APPEAR AT:

☐ The Court address above, courtroom _____

☐ _____

Judge: GEORGE W. CROCKETT III   P-12345

FOR THE FOLLOWING PURPOSE:

```
BARFIELD/JOHN/S
          V
BILLINGS/MARY/
TRIAL SCHEDULED
FRIDAY      03/12/04     09:00 AM
```

IMPORTANT READ THIS CAREFULLY

1. Bring this notice with you.
2. No case may be adjourned except by authority of the judge for good cause shown.
3. FAILURE OF THE DEFENDANT TO APPEAR in a civil case may cause a default judgment to be entered. FAILURE OF THE PLAINTIFF TO APPEAR may result in a dismissal of the case.
4. If you intend to employ a lawyer, s/he should be notified of the date at once.

District Court Clerk

CERTIFICATE OF SERVICE / MAILING

I certify that on this date, copies of this notice were served upon the parties or their attorneys indicated above by ordinary mail addressed to the address shown unless otherwise indicated.

_____
Date

FORM NO. FTE 8004 (4/86)   **NOTICE TO APPEAR**

_____
Deputy Court Clerk/Officer

COURT

✔️Recall of Warrant/Order to Apprehend (WAR)

Options: <u>Immediate Printing - 8 x 11 plain paper only</u>

- Type **WAR** in the *Nxt* field on the hop line
- Type the case number in the *Case* field and the party type and number in the *Pty* field
- Press **ENTER**

```
SUNNY SPRINGS            CIVIL RECALL OF WARRANT              MC220  WRNT
Court 2  Case 04-0101     Pty D01                    Type GC
P01 JOHNSON/PEARL/_____     D01 WILSON/JEROME/_____

Date Signed  012804    Bar No: 00000
 Warrant No  _____           Clerk: KAREN STREVEL_____
        Police Agency  SUNNY SPRINGS PD_____
            Address  1234 BELL COURT_____
            City     SUNNY SPRINGS_____  State MI  Zip  48999
 RECALL:    Name     WILSON/JEROME/
            Alt Name
            Address  5112 MIDDLEBELT
            City     FARMINGTON           State MI  Zip   48035
            DOB      12 / 29 / 1979  (MM / DD / YYYY)
            DLN      W422556123123____   MI
            Race     W  WHITE              Sex M  MALE

 Person Notified   OFFICER PAUL SMITH_____
   Date Notified   011204           Time Notified   0300 P
 Reason: _MR. WILSON APPEARED IN COURT_____
 X Attached to this form   _ Delivered to court when person appeared there

NXT ___ CASE 04-0101___ PTY D01 GAR# 00 NAME _____
 F1-Clr Screen     F9-Print/Update     F13-OutQ     F24-Previous Menu
```

- The *Date Signed* field cannot be blank or contain a date that is greater than the current date.

- If your *form signature* has been established in the Security File, your name will be retrieved in the *Clerk* field. If the judge or magistrate will sign the form, enter their bar number in the *Bar No* field and erase your name.

- Type an **X** in front of *Attach to this form* or *Delivered to court when person appeared there*.

- Press **F9** to print the form and update the party and case to the appropriate status. When the form is printed, the party is updated on the Actions Update screen with the code BWK (Bench Warrant Recalled)

Original - Court
1st copy (canary) - Tickler file   3rd copy (goldenrod) - Police for return to court
2nd copy (pink) - State police   4th copy - Friend of the court (if applicable)

Approved, SCAO

		PROBATE JDC CODE: RCW

STATE OF MICHIGAN	RECALL OF	CASE NO.
99-2 JUDICIAL DISTRICT	WARRANT/ORDER TO APPREHEND	04-0101 GC
JUDICIAL CIRCUIT		
COUNTY PROBATE		

ORI MI- 630992J	Court address 27777 FRANKLIN ROAD-SUITE 1300	Court telephone no.
Police Report No.	SUNNY SPRINGS, MI 48034	(248) 555-9999

Issue date of warrant/order to apprehend and no. JAN. 28, 2004	Charge	Date of offense

TO: Police agency and address

┌   ┐

    SUNNY SPRINGS PD
    1234 BELL COURT
    SUNNY SPRINGS, MI   48999

└   ┘

Defendant/Respondent/Juvenile name
WILSON/JEROME/ 5112 MIDDLEBELT FARMINGTON, MI   48035

CTN/TCN	SID	DOB 12/29/1979	
DLN W422556123123	MI	Race W	Sex M

IT IS ORDERED:

1. The warrant, or order to apprehend, identified above be returned immediately to this court.

2. The record of this warrant, or order to apprehend, be removed immediately from Law Enforcement Information Network (LEIN) files.
   Reason: _____ MR. WILSON APPEARED IN COURT _____
           (optional)

JAN. 28, 2004 _____   KAREN STREVEL _____
Date   Judge/Clerk/Register   Bar no.

COURT CALL TO POLICE (to advise of person's court appearance)

JAN. 12, 2004 _____   3:00 P.M. _____
Date   Time   Person notified
                                             SUNNY SPRINGS PD _____
CERTIFICATION OF REMOVAL (from LEIN files)   Police agency

_____   _____   _____
Date   Time   Signature

POLICE DISPOSITION (to clear police files)

☒ Attached to this form   ☐ Delivered to court when person appeared there

==

INSTRUCTIONS

Court: Immediately after person appears in court on warrant, or order to apprehend, so advise
(1)   the responsible police agency by telephone.

Court: As soon as possible after calling police, prepare this 4 part form: file original
(2)   (white) in case file; keep canary copy in warrant or order to apprehend tickler file
       until warrant, or order to apprehend, is returned by police agency; send pink and
       goldenrod copies to police.

Police: Immediately after receiving court's call, return call for verification purposes;
(1)   remove the warrant, or order to apprehend, from Law Enforcement Information Network
        (LEIN) files.

Police: Upon receipt of forms, enter date and time of LEIN contact, and sign; file pink copy;
(2)   return goldenrod copy with warrant, or order to apprehend, to court (if not already
        delivered when person appeared in court).

MC220 (3/02) **RECALL OF WARRANT/ORDER TO APPREHEND**

☑️ Register of Actions (ROA)

Options: Immediate and batch printing.

Immediate Printing - 8 x 11 plain paper

There are two types of immediate ROA's:

Without Dispositional Boxes (Example 1)

- Type **ROA** in the *Nxt* field on the hop line
- Type the case number in the *Case* field
- Press **ENTER**
- Press **F9** to print

With Dispositional Boxes* (Example 2)

- Type **RAP** in the *Nxt* field on the hop line
- Type the case number in the *Case* field
- Press **ENTER**

Batch Printing of Register of Actions - 8 x 11 plain paper

There are two types of batch ROA's:

With Dispositional Boxes* - 8x11 format (Example 2)

- Type an **X** in the *ROA* field on the Case Entry screen -**OR**-
- Type an **X** in the *ROA* field on the Cash screen -**OR**-
- Type an **R** in the *Option* field on the Actions Update screen -**OR**-
- Type **ROA** in the *Rpt* column on the RPT screen with the case numbers you wish to request

Preprinted form (Example 3)

- Type an **F** instead of **X** or **R** as stated above

To process batch ROA's:

- Type an **X** in front of *All Users* -**OR**- *your initials*
- Type an **X** in front of *ROA* to process 8x11 format and/or SCAO form
- Press **ENTER**

Note: The dispositional boxes must be updated manually. The printing of a Register of Actions does not update a code to the Actions Update screen.

Example 1

```
┌──────────────────────────────────────────────────────────────────────────┐
│ STATE OF MICHIGAN      │                          │ CASE NO: 04-0215    GC │
│ 99-2 JUDICIAL DISTRICT │  REGISTER OF ACTIONS     │ STATUS: PEND           │
│                        │                          │                        │
│ Court Address 27777 FRANKLIN ROAD-SUITE 1300           Court Telephone     │
│               SUNNY SPRINGS       MI   48034           (248) 555-9999      │
│                        JUDGE: CROCKETT,GEORGE W.,III           P-12345     │
│                                                                            │
│                                                     Attorney               │
│ P01   PLAINTIFF                  (PEND)             P-32543                 │
│       FULLER/JUDITH/                                DAVIS,LINDEN G.,        │
│       4155 OAK DRIVE                                433 W VAN BUREN 7TH FL  │
│       SOUTHFIELD      MI 48034                      CHICAGO        IL 60607 │
│       (248) 514-3322                                (312) 765-4662          │
│                                                                            │
│ D01   DEFENDANT                  (PEND)             P-31212                 │
│       DODGE/MATTHEW/PAUL                            LANDAU,MARK G.,         │
│   (DBA) DODGE CAR WASH//                            31731 NORTHWESTERN HWY # 15 │
│       543 MAPLE COURT                               FARMINGTON HILLS MI 48334 │
│       FARMINGTON      MI 48043                      (248) 855-8808          │
│                                                                            │
│                                                                            │
│ D02   DEFENDANT                  (CLSD)                                     │
│       DODGE/DORIS/                                                          │
│       543 MAPLE COURT                                                       │
│       FARMINGTON      MI 48043                                             │
│                                                                            │
│                                                                            │
│ BOND HISTORY:                                                              │
│ PTY  RCPT DT   NO.     ACTION    TYPE      CHECK         AMOUNT STAT CLRK  │
│ D01  1/21/04  D136970  1/28/04   CASH                    300.00 OPEN KJS   │
│   DATE                  ACTIONS, JUDGMENTS, CASE NOTES           INITIALS   │
│ 01/16/04                                                                   │
│    P01      SUMM & COMP   FILED              DAVIS,LINDEN G. P-32543 KJS    │
│    D01      SUMM & COMP   ISSUED (ATTY  )              $2,500.00    KJS     │
│             FILING FEE PAID      $ 65.00  RCPT # D12365             KJS     │
│             CHECK TENDERED 7012                                    KJS     │
│    D02      SUMM & COMP   ISSUED                                   KJS     │
│ 01/17/04                                                                   │
│    D01      SUMM & COMP   PERSONALLY SERVED                        KJS     │
│             (R SMITH)                                 $12.50               │
│    D02      SUMM & COMP   PERSONALLY SERVED                        KJS     │
│             (R SMITH)                                 $12.50               │
│ 01/21/04                                                                   │
│    D01      APPEARANCE  FILED                LANDAU,MARK G., P-31212 KJS    │
│    D01      ANSWER  FILED                                          KJS     │
│ 01/23/04                                                                   │
│    ALL      PRE-TRIAL  SCHEDULED                                  KJS     │
│                         02/24/04  02:00P                                   │
│ 01/28/04                                                                   │
│    D02      DISMISSAL BY PLAINTIFF ENTERED                        KJS      │
│                                                                            │
│                                                                            │
│                                                                            │
│ *** END OF REGISTER *** 01/28/04 13:31 DCY 252 (6/82) CIVIL REGISTER OF ACTIONS │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘
```

*****End of Register*** is printed on the last page with the date
and time the form was generated.**

Example 2

```
STATE OF MICHIGAN                                      CASE NO: 04-0215      GC
99-2 JUDICIAL DISTRICT    REGISTER OF ACTIONS          STATUS: PEND

Court Address 27777 FRANKLIN ROAD-SUITE 1300                  Court Telephone
              SUNNY SPRINGS       MI   48034                  (248) 555-9999
                            JUDGE: CROCKETT,GEORGE W.,III            P-12345

                                               Attorney
P01    PLAINTIFF              (PEND)            P-32543
       FULLER/JUDITH/                          DAVIS,LINDEN G.,
       4155 OAK DRIVE                          433 W VAN BUREN 7TH FL
       SOUTHFIELD      MI 48034                CHICAGO           IL 60607
       (248) 514-3322                          (312) 765-4662

D01    DEFENDANT             (PEND)            P-31212
       DODGE/MATTHEW/PAUL                      LANDAU,MARK G.,
  (DBA)DODGE CAR WASH//                        31731 NORTHWESTERN HWY # 15
       543 MAPLE COURT                         FARMINGTON HILLS MI 48334
       FARMINGTON     MI 48043                 (248) 855-8808

D02    DEFENDANT             (PEND)
       DODGE/DORIS/
       543 MAPLE COURT
       FARMINGTON     MI 48043
```

Dispositional boxes

```
DISPOSITION:      DISMISSED              JUDGMENT FOR    JUDGMENT BY
                  {} WITH PREJUDICE      {} PLAINTIFF    {} DEFAULT   {} TRIAL
DATE:             {} WITHOUT PREJUDICE   {} DEFENDANT    {} CONSENT   {} NO CAUSE

FEES/COSTS:   FILING    SERVICE      JURY      TRIAL    WITNESS   ATTORNEY      OTHER


JUDGMENT AMOUNT:    FEES/COSTS    +    DAMAGES    +    INTEREST    =    TOTAL



BOND HISTORY:
PTY  RCPT DT    NO.      ACTION     TYPE       CHECK         AMOUNT   STAT CLRK
D01  1/21/04  D136970   1/28/04    CASH                      300.00  OPEN KJS
    DATE                   ACTIONS, JUDGMENTS, CASE NOTES           INITIALS
01/16/04
    P01       SUMM & COMP   FILED                DAVIS,LINDEN G. P-32543 KJS
    D01       SUMM & COMP   ISSUED (ATTY   )                $2,500.00    KJS
              FILING FEE PAID        $ 65.00  RCPT # D12365              KJS
              CHECK TENDERED 7012                                       KJS
    D02       SUMM & COMP   ISSUED                                      KJS
01/17/04
    D01       SUMM & COMP   PERSONALLY SERVED                           KJS
              (R SMITH)                                 $12.50
    D02       SUMM & COMP   PERSONALLY SERVED                           KJS
              (R SMITH)                                 $12.50
01/21/04
    D01       APPEARANCE  FILED              LANDAU,MARK G., P-31212 KJS
    D01       ANSWER  FILED                                            KJS








*** END OF REGISTER *** 02/18/04 09:07 DCY 252 (6/82) CIVIL REGISTER OF ACTIONS
```

Example 3

Approved, SCAO

STATE OF MICHIGAN 99 JUDICIAL DISTRICT	CIVIL REGISTER OF ACTIONS	CASE NO. 04-0010 GC

☐ Civil   ☐ Summary Proceedings   ☐ Small Claims

Plaintiff name(s) and address(es)

GILBERT/JOHN/A
DBA G&H MOVERS//

Defendant name(s) and address(es)

NEFF/VIVIAN/
5523 OAK DRIVE
SOUTHFIELD MI 48034

Case assigned to:
Judge P-12345
CROCKETT

DISPOSITION

Date

☐ DISMISSED

☐ With Prejudice

☐ Without Prejudice

☐ JUDGMENT
for
☐ Plaintiff

☐ Defendant

by
☐ Default ☐ Consent

☐ Trial ☐ No cause

FEES

Filing $_____
Service $_____
Jury $_____
Trial $_____
Judgment $_____
Witness $_____
Attorney $_____
Other $_____
Total Costs $_____

DAMAGES $_____
Interest $_____

TOTAL $_____

Case number 04-0010	Type of action	Date issued 010504	Amount of claim	☐ Jury demand

Plaintiff's attorney, bar no., and address
DONNELLY,PAUL 45221
1 WOOD AVE, STE 15
DETROIT MI 48226
(313)237-7300

Defendant's attorney, bar no., and address
MICHAUD,TOM   46787
79 ALFRED ST
DETROIT   MI 48201
(313)578-1200

Summons Service History
D01 01/07/04

POST JUDGMENT

_____ Installment Pmt. Order   _____ Claim of Appeal
_____ Writ of Restitution   _____ Satisfaction of Judgment
_____ Writ of Execution   _____

DATE	CODE	ACTIONS, JUDGMENTS, CASE NOTES	Initials

DC 252 (8/93) **CIVIL Register of Actions**

✅ Subpoena, Order to Appear and/or Produce (SUB)

Options: <u>Immediate Printing - 8 x 11 plain paper only</u>

- Type **SUB** in the *Nxt* field on the hop line
- Type the case number in the *Case* field and the party type and number in the *Pty* field
- Press **ENTER**

```
Court 2  Case 04-0101      Pty D01  CIVIL SUBPOENA       Type GC   MC11   PEND
Date Signed   012804     Judge/Atty Bar No: 12345   GEORGE W. CROCKETT III
Plaintiff: JOHNSON/PEARL/_____ Judge:
Defendant: WILSON/JEROME/_____   _____
TO: WILSON/JEROME/_____    Clerk    Print Page 1 Only   X
    5112 MIDDLEBELT _____ Apt _____ City FARMINGTON ____ St MI 48035
YOU ARE ORDERED X to appear personally at the time and place stated below:
        X the court address above
        _ other:  _____
      Appearance day:  TUESDAY             Date:   011304    Time:   0900 A
YOU ARE ALSO ORDERED TO:
X Testify at trial/examination /hearing.          _ Testify at deposition.
_ Produce these items _____
   _____
   _____
   _____
   _____

_ Testify as to your assets, and bring with you the items listed above.
_ MCL 600.6119 Prohibition against transfer/disposal of property is attached.
_ Other: _____
_ Person Requesting  _____
  Address _____    Phone: ( ___ ) ___ ____
  City      _____ St __ Zip _____
NXT ___ CASE 04-0101 ___ PTY D01 GAR# __ NAME _____
 F1-Clear Screen      F9-Print      F13-OutQ     F24-Previous Menu
```

- If the bar number in the *Judge/Atty Bar No* field is not a judge, the form signature will precede the name with "Attorney" or "Magistrate". Erase the bar number to allow a clerk's signature.

- When you schedule the case for a discovery hearing on the Actions Update screen using **DVC** or **HRC10**, the date and time will be retrieved. Adding the date and time on the form screen does <u>not</u> put the event on the calendar.

- To print the form and the Proof of Service, remove the **X** from the *Print Page 1 Only* field.

- Press **F9** to print the form. When the form is printed, the party is updated on the Actions Update screen with the code SPI (Subpoena Issued).

```
                                                          Original - Return
                                                          1st copy - Witness
                                                          2nd copy - File
Approved, SCAO                                            3rd copy - Extra
```

STATE OF MICHIGAN	SUBPOENA	CASE NO.
99-2 JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	Order to Appear and/or Produce	04-0101 GC

Court address 27777 FRANKLIN ROAD-SUITE 1300   Court telephone no.
Police Report No.   SUNNY SPRINGS, MI   48034   (248) 555-9999

Plaintiff(s)/Petitioner(s) ☐ People of the State of Michigan ☒ JOHNSON/PEARL/	V	Defendant(s)/Respondent(s) WILSON/JEROME/
☒ Civil ☐ Criminal		Charge
☐ Probate In the matter of_____		

In the Name of the People of the State of Michigan.   TO: WILSON/JEROME/
                                                           5112 MIDDLEBELT
                                                           FARMINGTON, MI 48035

If you require special accommodations to use the court because of disabilities, please contact the court immediately
to make arrangements.

YOU ARE ORDERED:

☒ 1. to appear personally at the time and place stated below:	You may be required to appear from time to time and day to day until excused.
☒ The court address above ☐ Other:	

Day	Date	Time
TUESDAY	JAN. 13, 2004	9:00 A.M.

☒ 2. Testify at trial/examination/hearing.

☐ 3. Produce/permit inspection or copying of the following items:_____

_____

_____

☐ 4. Testify as to your assets, and bring with you the items listed in line 3 above.

☐ 5. Testify at deposition.

☐ 6. MCL 600.6104(2), 600.6116, or 600.6119 prohibition against transferring or disposing of
     property is attached.

☐ 7. Other: _____

☐ 8.	Person requesting subpoena	Telephone no.
	Address	
	City State Zip	

NOTE: If requesting a debtor's examination under MCL 600.6110, or an injunction
under item 6, this subpoena must be issued by a judge. For a debtor examination,
the affidavit of debtor examination on the next page of this form must also be
completed. Debtor's assets can also be discovered through MCR 2.305 without the
need for an affidavit of debtor examination or issuance of this subpoena by a judge.

**FAILURE TO OBEY THE COMMANDS OF THE SUBPOENA OR APPEAR AT
THE STATED TIME AND PLACE MAY SUBJECT YOU TO PENALTY FOR
CONTEMPT OF COURT.**

		Court use only
JAN. 12, 2004	P-12345	☐ Served ☐ Not Served
Date Judge/XXXXX/XXXXXXXX GEORGE W. CROCKETT III	Bar no.	

MC11 (6/99) **SUBPOENA, Order to Appear and/or   MCL 600.1455,600.1701,600.6110,600.6119;
                      Produce**   MSA 27A.1455,27A.1701,27A.6110,27A.6119,MCR 2.506

✅ Labels (FLB, LBL)

Options: <u>Batch Printing Only</u>

<u>Label size</u>: 3 1/2" x 15/16" pinfed continuous labels - one across. We recommend the style that is perforated between each label.

All labels are printed in numerical order by case number. When a label printer is designated in the court's System File (accessed through an Administrative signon), labels print immediately and then go to a SAV status in the printer output queue. You will need to delete them from the output queue when printing is completed.

<u>File Labels (FLB)</u>

- Type an **F** in any one of the *Lbl* fields on the Case Entry screen to order one file label, or a number **2** through **9** for the number of file labels you want for the case -**OR**-

- Type **FLB** in the *Rpt* field on the RPT screen for the case numbers you wish to request

- Run the labels from the Civil Reports menu - see page 6-49

<u>Address Labels (LBL)</u>

- Type an **A** or an **X** in the *Lbl* field on the Case Entry screen for the designated party -**OR**-

- Type an **L** in the *Option* field on the Actions Update screen for the designated party -**OR**-

- Type **LBL** in the *Rpt* field on the RPT screen for the case numbers and parties you wish to request. If you are not party specific on the RPT screen, it will default to all parties.

- Run the labels from the Civil Reports menu - see page 6-49

```
SUNNY SPRINGS          State Court Administrative Office    1/29/04  08:24:10
                              Civil Reports

                     Reports Requested - (via online)

         Reports for User: X ALL Users or _ KJS
                           _ All Reports

      X FLB   X LBL   _ MLR    _ ROA    _ JSC    _ DFN    _ NOI    _ NTD    _ NTA

                     Reports Requested - (via batch)

                  _ Date Generated Notices
                  _ Default App,Entry,Aff       _ Pre-list
                  _ Intent/Notice Dismiss       _ Pre-list
                  _ Bench Warrant List
        Alp Num                          Num
             _ Alphabetical Index             _ Attorney Case List
             _ Appeal List                    _ Caseage Report
             _ Numeric Index                                    Date Range
         _   _ Caseload Report  Qtr _ Year ____  _ Merge Files   _____ - _____


        F24-Previous Menu                                           Help
```

04-0215 GC FULLER/JUDITH/ v. DODGE/MATTHEW/PAUL DBA DODGE CAR WASH//	04-0215 GC LANDAU,MARK G., 31731 NORTHWESTERN HWY # 155 FARMINGTON HILLS MI 48334
File label	**Address label**
File labels print the primary plaintiff and primary defendant names. Alternate names for the primary parties will also print.	**The attorney's name and address prints on the label when an address label is requested for a party that has an attorney.**

☑ Certified Mailers (MLR)

Options: <u>Batch Printing Only</u>

Certified mailers are available for any civil party that has a future court date. They are most often used in Small Claims cases. The forms can be ordered from Moore Business Products by calling 1-800-882-3811.

Form #48140 provides an insert that is used for window envelopes.

Form #48157 provides a peel-off label that is used on non-window envelopes.

- Type an **M** in the Option field on the Actions Update screen on the same line as the scheduled event -**OR**-

- Type **MLR** in the *Rpt* field on the RPT screen for the case numbers and parties you wish to request. If the party has not been scheduled on the Actions Update screen the following fields will also be required on the RPT screen: court date, time, and code.

- Run the mailers from the Civil Reports menu - see below

```
SUNNY SPRINGS          State Court Administrative Office   1/29/04  08:51:31
                              Civil Reports

                      Reports Requested - (via online)

   Reports for User:  X ALL Users or _ KJS
                      _ All Reports

 _ FLB    _ LBL    X MLR    _ ROA    _ JSC    _ DFN   _ NOI   _ NTD   _ NTA

                      Reports Requested - (via batch)

              _ Date Generated Notices
              _ Default App,Entry,Aff        _ Pre-list
              _ Intent/Notice Dismiss        _ Pre-list
              _ Bench Warrant List
   Alp Num                             Num
       _ Alphabetical Index                _ Attorney Case List
       _ Appeal List                       _ Caseage Report
       _ Numeric Index                                      Date Range
   _   _ Caseload Report  Qtr _ Year ____  _ Merge Files   _____ - _____


 F24-Previous Menu                                                  Help
```

LINE 1•

BELL/MARTIN/F
4564 STEWART AVE
SOUTHFIELD   MI 48032

ARTICLE

P 919 316 972

NUMBER

Mailing Label
and File Copy

↑ FOLD AT PERFORATION ↑
INSERT IN STANDARD # 10 WINDOW ENVELOPE.
   CASE NO. 00-908 SC JUDGE: CROCKETT
   COURT DATE: 1/18/01   10:00 A.M.

WALZ CERTIFIED MAILER FROM MOORE

1

RETURN RECEIPT SERVICE

POSTAGE

SHOW TO WHOM, DATE, ADR / RESTRICTED ADDRESS OF DELIVERY / DELIVERY

CERTIFIED FEE · RETURN RECEIPT

TOTAL POSTAGE AND FEES

POSTMARK OR DATE

NO INSURANCE COVERAGE PROVIDED –
NOT FOR INTERNATIONAL MAIL
(SEE OTHER SIDE)

SENT TO:

BELL/MARTIN/F
4564 STEWART AVE
SOUTHFIELD   MI 48032

P 919 316 977

PS FORM 3800

RECEIPT FOR CERTIFIED MAIL

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF RETURN ADDRESS.

IMPORTANT!

CERTIFIED MAIL

P 919 316 977

RETURN RECEIPT REQUESTED

Certified Sticker
with Receipt

CASE NO. 00-908 SC JUDGE: CROCKETT
COURT DATE: 1/18/01 10:00 A.M.

2

SENDER:
• Complete items 1 and/or 2 for additional services.
• Complete items 3, and 4a & b.
• Print your name and address on the reverse of this form so that we can return this card to you.
• Attach this form to the front of the mailpiece, or on the back if space does not permit.
• Write "Return Receipt Requested" on the mailpiece below the article number.
• The Return Receipt Fee will provide the signature of the person delivered to and the date of delivery.

I also wish to receive the following services (for an extra fee):
1. ☐ Addressee's Address
2. ☐ Restricted Delivery
   Consult postmaster for fee.

3. Article Addressed to:

BELL/MARTIN/F
4564 STEWART AVE
SOUTHFIELD   MI 48032

4a. Article Number
   P 919 316 977

4b. Service Type
   ☒ CERTIFIED

7. Date of Delivery

5. Signature – (Addressee)

8. Addressee's Address
   (ONLY if requested and fee paid.)

6. Signature – (Agent)

Thank you for using Return Receipt Service.

↑ FOLD AND TEAR HERE ↓

FORM # 48157
TO REORDER CALL
MOORE BUSINESS PRODUCTS
1-800-882-3811
OR CONTACT YOUR MOORE SALES REPRESENTATIVE

3

PS Form 3811, December 1991   **DOMESTIC RETURN RECEIPT**
   CASE NO. 00-908 SC JUDGE: CROCKETT
   COURT DATE: 1/18/01   10:00 A.M.

Return Receipt
(Court name and
address can be
pre-printed or
stamped on
back)

The party name and address prints on the mailer or label. The judge, "next judge", or magistrate and the hearing date and time print on the lower portion of the form. This makes it easy to file when the return receipt is received by the court.

This space is reserved for your notes.

Reports

In this chapter you will learn about the reports, lists and indices available in the Civil module.

7

The following reports will be covered in this chapter:

- Appeal List

- Attorney Case Index

- Bench Warrant List

- Case Age Report

- Case List - Alphabetic & Numeric

- Caseload Report

- Date Generated Notices
    Civil Delete Audit Report
    Daily Review List
    Expired Garnishments

- Default Application, Entry, Affidavit Pre-List

- Intent/Notice to Dismiss Pre-List

```
 SUNNY SPRINGS        State Court Administrative Office
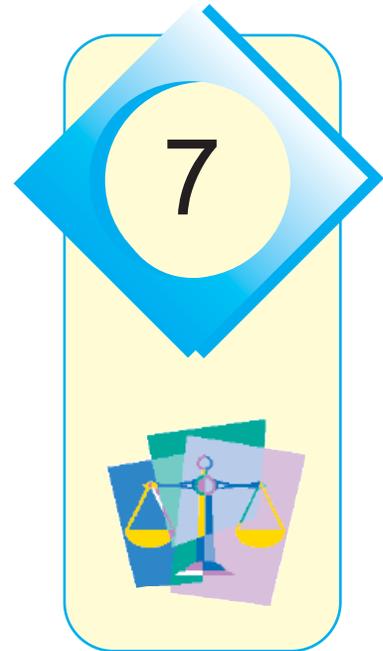
                        Civil Subsystem


            Select one of the following:

                        1. Civil Online
                        2. Reports
                        3. Code Files Update
                        4. Code Files Print
                        5. Calendar
                        6. Report Generator




            Option: 2




     F24-Previous Menu
```

Choose Option 2 for Civil Reports.

```
 SUNNY SPRINGS        State Court Administrative Office    4/30/04  08:11:22
                            Civil Reports
                        Reports Requested - (via online)

                     _ ALL Users or _ KJS
                     _ All Reports

  _ FLB    _ LBL    _ MLR    _ ROA    _ JSC    _ DFN    _ NOI    _ NTD    _ NTA

                        Reports Requested - (via batch)

                     _ Date Generated Notices
                     _ Default App,Entry,Aff        _ Pre-list
                     _ Intent/Notice Dismiss        _ Pre-list
                     _ Bench Warrant List
    Alp Num                             Num
        _ Alphabetical Index                _ Attorney Case List
        _ Appeal List                       _ Caseage Report
        _ Numeric Index                                     Date Range
    _   _ Caseload Report  Qtr _ Year ____   _ Merge Files  _____ - _____


 F24-Previous Menu                                                      Help
```

See Chapter 6-Forms for Reports Requested - (via online)

This chapter covers the Reports Requested - (via batch)

   Request a report by typing an X in front of the report name. Caseload can be requested in alpha or numeric order and require a quarter and year or date range.

Appeal List

The Appeal List is a list of civil cases where an Order to Appeal Decision (ORE40) was entered. Entering a new disposition or reopen code will remove the party from the list. Entering **ACFZ3** (Action Filed to Remove from Appeal) will also remove a party from the list.

If no parties are found to be on appeal, a one page report will print: *No Civil Cases on Appeal*.

```
RUN DATE: 02/05/04        99-2 DISTRICT COURT                    PAGE      1
                          27777 FRANKLIN ROAD-SUITE 1300
                          SUNNY SPRINGS          MI   48034

                                CIVIL APPEAL LIST

                        PARTY                                 APPEAL    DISPO
   CASE NO.     TYPE     NO.          NAME            JUDGE     DATE      CODE

03-0998         GC      D01    OMNI/GEORGE/        CROCKET,GE  05/13/03 JGE66
03-1034         SC      D01    NESTLE/CHARLENE/    MAGISTRATE, 04/25/03
```

Civil Appeal List
Paper Size: 8x11

Attorney Case List

This is a listing by attorney of cases scheduled for a future court date. It is sorted alphabetically by attorney name.

```
RUN DATE: 01/12/04              99-2 DISTRICT COURT                              PAGE    1
                                27777 FRANKLIN ROAD-SUITE 1300
                                SUNNY SPRINGS      MI  48034

                                   CIVIL ATTORNEY CASE LIST

                                          PARTY                        SCHEDULED  SCHEDULED ACTION
       ATTORNEY         BAR NO.  CASE NO.  TYPE NO.      NAME      JUDGE    DATE      TIME    CODE

BRICELY,DEBORAH M.,     45123  03-0654   LT   P01  PLEASANT MEADOWS//   CROCKETT,GEORGE  08/08/08  09:00A  HRC70
O'ROURKE,TIMOTHY A.,    32443  04-0101   GC   P01  JOHNSON/PEARL/       CROCKETT,GEORGE  01/13/04  09:00A  HRC
```

Civil Attorney Case List
Paper Size: STD (11x14)

Bench Warrants Issued

The Bench Warrants Issued List shows all parties who are currently in warrant status.

There are two ways to get a party on this report:

- enter the code **BWI** (bench warrant issued) on the Actions Update screen for that party,   -**OR**-
- print the Motion and Bench Warrant form (**PBW**) using **F9**-Print/Update

To remove a party from this report:

- enter the code **BWK** (bench warrant recalled) on the Actions Update screen for that party,   -**OR**-
- print the Warrant Recall form (**WAR**)

```
RUN DATE: 01/21/04          99-2 DISTRICT COURT                      PAGE    1
                            27777 FRANKLIN ROAD-SUITE 1300
                            SUNNY SPRINGS        MI   48034

                            CIVIL BENCH WARRANTS ISSUED

                      PARTY                                      WARRANT
       CASE NO.  TYPE  NO.          NAME            JUDGE          DATE

       00-0800   GC   D01   VALDAMAR/WILLIAM/     SERVAAS,STEV   09/06/00
       00-0828   GC   D01   KIRKLAND/MICHAEL/     SERVAAS,STEV   06/14/00
       00-0834   GC   D01   ULRICHT/STANLEY/J     SERVAAS,STEV   08/22/00
       00-0902   SP   D01   BURDEN/CLIFFORD/      SERVAAS,STEV   02/01/02
       00-0999   GC   D01   MCINTYRE/JODY/ANN     CROCKETT,GEO   11/27/00
       00-1024GC GC   D01   MADONNA//             SERVAAS,STEV   10/20/00
```

Civil Bench Warrants Issued
Paper Size: STD (8X11)

Case Age Report

The Case Age Report is a list of all undisposed cases with the oldest case listed first. The list is separated by judge and case type. The age of the case is calculated from the filing date to the current date. The report can be used when setting trial dates so that the oldest cases are scheduled first.

Totals are given for each case type category, and a grand total of all case types is reported on the last page.

```
RUN DATE: 01/12/04                    99-2 DISTRICT COURT                        PAGE      1
                                      27777 FRANKLIN ROAD-SUITE 1300
                                      SUNNY SPRINGS          MI   48034

                                         CIVIL CASEAGE REPORT

JUDGE:  SERVAAS,STEVEN R.,

                 PARTY                              FILE    LAST    LAST ACTION  NEXT   NEXT ACTION
  CASE NO.  TYPE NO.            NAME                 DATE   ACTION      DATE     ACTION     DATE      AGE

2002-8103   GC  P01  ANDERSON-MATTHEWSON/BETHANY/RENEE  03/21/00  TRC  06/27/03  TRC  07/08/03  1392
            D01  JOHNSON-SHARONSON/PAUL/EDWARD JR.       03/21/00  TRC  06/27/03  TRC  07/08/03  1392
00-0828     GC  P01  WINSTON/GEORGE/M                    06/12/00  SCF  06/12/00                 1309
            D01  KIRKLAND/MICHAEL/                       06/12/00  BWI  06/14/00                 1309
00-0800     GC  P01  PETERS/RALPH/                       08/01/00  RVC  10/23/00  RVC  10/31/00  1259
            D01  VALDAMAR/WILLIAM/                       08/01/00  RVC  10/23/00  RVC  10/31/00  1259
00-0834     GC  P01  NELLS/STEVEN/S                      08/01/00  SHC  08/22/00  SHC  09/08/00  1259
            D01  ULRICHT/STANLEY/J                       08/01/00  SHC  08/22/00  SHC  09/08/00  1259

   * TOTAL GC TYPE CASES:      4

  ** TOTAL CASES ALL TYPES:    4
```

Civil Caseage Report
Paper size: STD (11x14)

The *Last* and *Next Action* codes and the *Last* and *Next Action Date* columns are helpful in determining whether the case has been overlooked. In the example above, there are old cases that were set for trial (TRC) and never updated after the trial date. There are also cases that were set for review (RVC) and no future date set after that. More importantly, these cases are still undisposed.

This is also a good tool to use to catch data entry errors. When multiple defendants exist on a case, it is a common error to update the disposition on one defendant and not on a second. When this happens, the case will be on this list showing the undisposed party.

Case List

The Case List can be requested in alphabetical or numerical order. The alphabetic list is sorted by party name; the numeric by case number. Both reports are sent to the user's default printer.

A sealed case will only list the party name and case number.

Civil Case List - Alphabetic
Paper Size: STD (11x14)

Civil Case List - Numeric
Paper Size: STD (11x14)

District Court Caseload

This report is mandated by SCAO (MCR 8.103). It provides statistical counts for traffic, criminal, and civil case filings, reopened cases, and dispositions entered. Caseload statistics must be submitted quarterly to the CRS website.

✔️ Requesting Caseload Reports

From the Traffic/Criminal or Civil Subsystem Reports Menu:

- Type an **X** for alpha or numeric. This option determines the sorting of the audit reports in alphabetic or numeric order.

- Request the quarter and year:

  1- January 1 through March 31

  2- April 1 through June 30

  3- July 1 through September 30

  4- October 1 through December 31

  A- All Quarters

  -OR- leave the quarter and year fields blank and request the report by date range. Press **ENTER**.

Note: When requesting the caseload report for statistics prior to 2002, the request must be in numeric format and include a date range.

```
SUNNY SPRINGS          State Court Administrative Office   12/23/03  09:11:43
                               Civil Reports

                       Reports Requested - (via online)

          Reports for User: _ ALL Users or _ KJS
                            _ All Reports

   _ FLB   _ LBL   _ MLR   _ ROA   _ JSC   _ DFN   _ NOI   _ NTD   _ NTA

                       Reports Requested - (via batch)

                   _ Date Generated Notices
                   _ Default App,Entry,Aff        _ Pre-list
                   _ Intent/Notice Dismiss        _ Pre-list
                   _ Bench Warrant List
        Alp Num                              Num
           _ Alphabetical Index              _ Attorney Case List
           _ Appeal List                     _ Caseage Report
           _ Numeric Index                                    Date Range
        _  X Caseload Report  Qtr 3 Year 2003 _ Merge Files  _____ - _____


        F24-Previous Menu                                           Help
```
Requesting numerical report by quarter and year.

```
SUNNY SPRINGS        State Court Administrative Office   12/23/03  09:11:43
                              Civil Reports

                     Reports Requested - (via online)

          Reports for User: _ ALL Users or _ KJS
                            _ All Reports

      _ FLB   _ LBL   _ MLR   _ ROA   _ JSC   _ DFN   _ NOI   _ NTD   _ NTA

                      Reports Requested - (via batch)

                 _ Date Generated Notices
                 _ Default App,Entry,Aff      _ Pre-list
                 _ Intent/Notice Dismiss      _ Pre-list
                 _ Bench Warrant List
      Alp Num                              Num
           _ Alphabetical Index                _ Attorney Case List
           _ Appeal List                       _ Caseage Report
           _ Numeric Index                          Date Range
      X    _ Caseload Report  Qtr _ Year ____  _ Merge Files  100103 - 123103

         F24-Previous Menu                                        Help
```

Requesting alphabetical report by date range.

The *Merge Files* field is for multi-location courts and is used to combine caseload numbers for multiple locations into one grid. See 7-24 for complete details.

```
                      Work with Output Queue

Queue:    PRT00           Library:    QUSRSYS        Status:    RLS/WTR

Type options, press Enter.
   1=Send    2=Change    3=Hold    4=Delete    5=Display    6=Release    7=Messages
   8=Attributes          9=Work with printing status

Opt  File        User           User Data   Sts   Pages   Copies   Form Type   Pty

  _  CSLDEXC_N   Caseload Exception List  2   HLD     1       1      8X11        5
  _  BEGIN_N     Beginning Pending        2   HLD    20       1      8X11        5
  _  NEWFILE_N   New Filings              2   HLD    39       1      8X11        5
  _  REOPEN_N    Reopened                 2   HLD     4       1      8X11        5
  _  DISPO_N     Method of Disposition    2   HLD    46       1      8X11        5
  _  CASELOAD    District Court Caseload  GRID HLD    3       1      8X11        5

                                                                        Bottom
Parameters for options 1, 2, 3 or command
===>
F3=Exit    F11=View 2    F12=Cancel    F20=Writers    F22=Printers
F24=More keys
```

A Caseload Exception List generates only if "exceptions" are found.

Up to six reports are created in the output queue when caseload is requested. Four of the reports are audits that support the totals reflected on the District Court Caseload. The audit reports are: Beginning Pending, New Filings, Reopened, and Method of Disposition. Based on your request, the reports are listed in the output queue with _N (numeric) or _A (alphabetic) appended to each file name.

As of the writing of this manual, District Court Caseload is divided into two parts, each having four sections.

Part 1:	New Filings and Reopened Cases		Case Types
	Section A:	Criminal	EX, FY, OM and SM
	Section B:	Traffic	FD, FT, OD, OI, OT, SD, SI and ST
	Section C:	Non-Traffic Civil Infraction, Parking	OK, ON, SK and SN
	Section D:	Civil	GC, GZ, LT, SC and SP
Part 2:	Method of Disposition		Case Types
	Section A:	Criminal	EX, FY, OM and SM
	Section B:	Traffic	FD, FT, OD, OI, OT, SD, SI and ST
	Section C:	Non-Traffic Civil Infraction, Parking	OK, ON, SK and SN
	Section D:	Civil	GC, GZ, LT, SC and SP

✔ Criteria - Part 1 - New Filings & Reopened Cases

New Filings	
Criminal Traffic Non-Traffic Civil Infractions & Parking	The *filing date* entered on the Case Entry screen is used to determine when to count a case as a new filing.
	A case type change is counted as a new filing under the new case type using the date of the change. It is counted if the case is not disposed and was previously reported to SCAO as new filing.
Civil	The *file date* entered on the Case Entry screen for the primary plaintiff and primary defendant (P01, D01) is used to determine when to count a case as a new filing.
	A case type change is counted as a new filing under the new case type using the date of the change. It is counted if the case is not disposed and was previously reported to SCAO as a new filing.

For a case to be counted as reopened, it must first have been counted as disposed. The criteria for counting disposed cases are found in the next section of this chapter.

Reopened	
Criminal & Traffic	A case is counted as reopened when all counts are disposed and the *Set Aside Disp* field is X'd on the Scheduling or Disposition screen. See Traffic/Criminal/ Probation User Guide for more information about setting aside a disposition.
	It is also counted as reopened when a case is in warrant status (pre-adjudication) and a warrant recall is printed/updated, or any of the following warrant return codes are entered on the Scheduling screen: WR16 - Warrant Returned WR17 - Set Aside Bench Warrant WR22 - Bench Warrant Returned WR23 - Warrant Recall Filed WR31 - Warrant Canceled from LEIN
Non-Traffic Civil Infractions & Parking	When the *Set Aside Disp* field is X'd on the Scheduling or Disposition screen.
Civil	When all defendants are disposed and any of the following codes are entered on the Action screen: ORE19 - Order for New Trial (not valid for SC) ORE40 - Order to Appeal Decision (SC only) ORE51 - Order to Set Aside Default Judgment ORE52 - Order to Set Aside Dismissal ORE69 - Order to Set Aside Judgment ACF76 - Action to Reopen Case Filed

Part 1 of the District Court Caseload lists Sections A through D on one page. Although Beginning Pending is only reported to SCAO for the first quarter of the year, the printed report will contain these numbers for your information regardless of the quarter or date range requested. Case type totals are also provided for your information. These totals and the Beginning Pending numbers are not transferred in the caseload web transfer process.

✅ Criteria - Part 2 - Method of Disposition

Method of Disposition	
Criminal Traffic Non-Traffic Civil Infractions & Parking	A single-count case is counted as disposed on the date of the disposition.
	A multiple-count case is counted as disposed on the disposition date of the **final** charge. At that time, the dispositions for all charges are evaluated to determine which disposition has the highest value. Value is based on the line number assigned to each section. The lowest line number has the highest value, i.e. Section A, Line 1, Jury Verdict, has a higher value than Line 2, Bench Verdict, which has a higher value than Line 3, Guilty Pleas. Consider the following multi-count case: Nov. 1st - Count 1 - Dismissed by Party (DS26) Nov. 10th - Count 2 - Disposed on Guilty Plea (DS14) Dec. 2nd - Count 3 - Found Guilty as Charged (DS01) Using the chart on the following page, you will see that *Found Guilty as Charged* falls under Line 2 - Bench Verdict. This is where the caseload program would count the case using the date of December 2nd.
Civil	A civil case with one defendant is counted as disposed on the date of the disposition.
	A civil case with multiple defendants is counted as disposed when the disposition of the **final** defendant is entered. At that time, the dispositions for all of the defendants are evaluated to determine which disposition has the highest value. Value is based on the line number assigned to Section D. The lowest line number has the highest value, i.e., Line 1, Jury Verdict, has a higher value than Line 2, Bench Verdict, which has a higher value than Line 3, Uncontested/Default/Settled, etc. Consider the following multi-defendant case: Nov. 1st D01 - Consent Judgment (JGE68) Dec. 10th D02 - Judgment by Judge/Magistrate (JGE66) Using the chart on page 7-15, you will see that *Judgment by Judge/Magistrate* falls under on Line 2 - Bench Verdict. This is where the caseload program would count the case using the date of December 10th.

All disposition codes are assigned to a corresponding line number for each section of the report. The following tables identify which line number corresponds to each code.

Section A: Criminal - Method of Disposition

Line	Case Type	EX	FY	OM	SM
	Method of Disposition	**Disposition Codes**			
1	Jury Verdict	DS04 Guilty DS06 Not Guilty			
2	Bench Verdict	DS01 Found Guilty as Charged DS02 Found Guilty of Added Offense DS03 Found Guilty of Included Offense DS05 Found Not Guilty by Judge DS44 Verdict under 7411 DS46 Verdict under Spouse Abuse Act DS49 Directed Verdict DS50 Extradition Hearing Held			
3	Guilty Pleas	DS14 Disposed on Guilty Plea DS15 Disposed on Plea of Nolo Contendere DS41 Disposed by Plea under 7411 DS42 Disposed by Plea under HYTA DS43 Disposed by Plea under Spouse Abuse Act			
4	Bindover/ Transfer -Not valid for OM/SM	DS09 Conducted - Bound over DS10 Waived - Bound over DS48 Transferred			
5	Dismissed by Party	DS25 Order of Nolle Prosequi Entered DS26 Dismissed by Party			
6	Dismissed by Court	DS07 No Progress DS08 Dismissed DS16 Exam conducted - Dismissed			
7	Inactive Status	DS21 Administratively Closed DS22 Other Disposition DS51 Defendant Referred for Competency Evaluation DS52 Found Incompetent to Stand Trial Any warrant code that puts the case in warrant status (+WR)			
8	Local Diversion	DS47 Local Diversion			
9	Case Type Change	Each time a case type is changed, the case is counted as disposed under the old case type and open under the new. This occurs only if the case is not disposed and if it was previously reported to SCAO as a new filing.			

Section B: Traffic - Method of Disposition

Line	Case Type	FD	FT	OD	OI	OT	SD	SI	ST
	Method of Disposition	**Disposition Codes**							
1	Jury Verdict -Not valid for OI/SI	DS04 Guilty DS06 Not Guilty							
2	Bench Verdict	DS01 Found Guilty as Charged DS02 Found Guilty of Added Offense DS03 Found Guilty of Included Offense DS05 Found Not Guilty by Judge DS24 Found Not Responsible DS40 Found Responsible after Hearing DS44 Verdict under 7411 DS46 Verdict under Spouse Abuse Act DS49 Directed Verdict DS50 Extradition Hearing Held							
3	Guilty/ Admit	DS14 Disposed on Guilty Plea DS15 Disposed on Plea of Nolo Contendere DS23 Judgment Rendered DS41 Disposed by Plea under 7411 DS42 Disposed by Plea under HYTA DS43 Disposed by Plea under Spouse Abuse Act							
4	Bindover/ Transfer -Valid only for FD/FT	DS09 Conducted - Bound over DS10 Waived - Bound over DS48 Transferred							
5	Dismissed by Party	DS25 Order of Nolle Prosequi Entered DS26 Dismissed by Party							
6	Dismissed by Court	DS07 No Progress DS08 Dismissed DS16 Exam conducted - Dismissed							
7	Default -Valid only for OI/SI	DS19 Default Judgment							
8	Inactive	DS21 Administratively Closed DS22 Other Disposition DS51 Defendant Referred for Competency Evaluation DS52 Found Incompetent to Stand Trial DS53 Order to Stay Proceedings (Civil Infraction) Any warrant code that puts the case in warrant status (+WR)							
9	Local Diversion	DS47 Local Diversion							
10	Case Type Change	Each time a case type is changed, the case is counted as disposed under the old case type and open under the new. This occurs only if the case is not disposed and if it was previously reported to SCAO as a new filing.							

Section C: Non-Traffic Civil Infraction and Parking - Method of Disposition

Line	Case Type	OK	ON	SK	SN
	Method of Disposition	**Disposition Codes**			
1	Verdict at Hearing	DS24 Found Not Responsible DS40 Found Responsible After Hearing			
2	Admission/Waivers	DS23 Judgment Rendered			
3	Dismissed by Party	DS25 Order of Nolle Prosequi Entered DS26 Dismissed by Party			
4	Dismissed by Court	DS07 No Progress DS08 Dismissed DS21 Administratively Closed DS22 Other Disposition			
5	Default	DS19 Default Judgment			
6	Case Type Change	Each time a case type is changed, the case is counted as disposed under the old case type and open under the new. This occurs only if the case is not disposed and if it was previously reported to SCAO as a new filing.			

Section D: Civil - Method of Disposition

Line	Case Type	GC	GZ	LT	SC	SP
	Method of Disposition	**Disposition Codes**				
1	Jury Verdict -Not valid for SC	JGE65 Judgment by Jury Entered DSE65 Dismissal by Jury Entered				
2	Bench Verdict	JGE66 Judgment by Judge/Magistrate Entered DSE66 Dismissal by Judge/Magistrate Entered				
3	Uncontested/ Default/Settled	JGE* Judgment Entered (* any modifier except 65, 66, or XF) SDG Summary Disposition Granted SEE Settlement Entered				
4	Transferred	ORE25 Order for Removal to General Civil (SC cases only) ORE07 Order for Change of Venue Entered ORE34 Order-Transmittal to Circuit Court Entered				
5	Dismissed by Party	DSE* Dismissal Entered (*any modifier except 14, 20, 65, 66, or 74) ARL Arbitration Ordered				
6	Dismissed by Court	DSE14 Dismissal for Lack of Progress Entered DSE20 Dismissal for Non-Service Entered DSE74 Dismissed No Cause of Action Entered				
7	Inactive	ORR56 Order for Bankruptcy Stay Received OREZ2 Order to Stay Proceedings Entered				
8	Other Disposition	DIE Administrative Disposition JGEXF Judgment (Foreign) Entered				
9	Case Type Change	When a case type is changed on the Case Entry screen after a case has been reported to SCAO, it counts the case under the old case type and opens it under the new. A record is written to the Actions screen and Register of Actions using the current date: ACFZ1-Case type changed from xx to xx. Caution: Do not process a removal from small claims to general civil by changing the case type. Follow procedures outlined in Chapter 2, page 18, for proper reporting.				

✅ Report Examples

District Court Caseload (grid) contains all case types and consists of three pages.

Part 1: New Filings and Reopened Cases - Sections A, B, C & D

```
RUN DATE: 12/19/03              99-2 DISTRICT COURT              PAGE      1
    FOR: JAN-MAR 2002           27777 FRANKLIN ROAD-SUITE 1300
         QUARTER 1              SUNNY SPRINGS        MI   48034

                           DISTRICT COURT CASELOAD

PART 1: NEW FILINGS AND REOPENED CASES
SECTION A: CRIMINAL
```

LN	CASE TYPE	EX	FY	OM	SM	TOTALS
1	BEGINNING PENDING	1	19	16	53	89
2	NEW FILINGS	3	8	5	41	57
3	REOPENED	2			5	7
	TOTALS	6	27	21	99	153

SECTION B: TRAFFIC (MISDEMEANOR AND CIVIL)

LN	CASE TYPE	FD	FT	OD	OI	OT	SD	SI	ST	TOTALS
1	BEGINNING PENDING	4		67	4	19	90	12	39	235
2	NEW FILINGS	3	2	37	41	7	88	45	44	267
3	REOPENED			9			11	2	2	24
	TOTALS	7	2	113	45	26	189	59	85	526

SECTION C: NON-TRAFFIC CIVIL INFRACTION, PARKING

LN	CASE TYPE	OK	ON	SK	SN	TOTALS
1	BEGINNING PENDING	8	1	1		10
2	NEW FILINGS	1		1	2	4
3	REOPENED	1				1
	TOTALS	10	1	2	2	15

SECTION D: CIVIL

LN	CASE TYPE	GC	GZ	LT	SC	SP	TOTALS
1	BEGINNING PENDING	62	7		8	3	80
2	NEW FILINGS	46	6	10	10	1	73
3	REOPENED	2	1		3		6
	TOTALS	110	14	10	21	4	159

Part 2: Method of Disposition - Sections A & B

```
RUN DATE: 12/19/03              99-2 DISTRICT COURT              PAGE      2
     FOR: JAN-MAR 2002          27777 FRANKLIN ROAD-SUITE 1300
          QUARTER 1            SUNNY SPRINGS        MI   48034

                         DISTRICT COURT CASELOAD

PART 2: METHOD OF DISPOSITION

SECTION A: CRIMINAL
```

SECTION A: CRIMINAL

LN	CASE TYPE	EX	FY	OM	SM	TOTALS
1	JURY VERDICT				1	1
2	BENCH VERDICT	3			1	4
3	GUILTY PLEA		2		22	24
4	BINDOVER/ TRANSFER	1	1	\\\\\	\\\\\	2
5	DISMISSED BY PARTY					
6	DISMISSED BY COURT					
7	INACTIVE STATUS		1		4	5
8	LOCAL DIVERSION		1			1
9	CASE TYPE CHANGE				1	1
	TOTALS	4	5		29	38

SECTION B: TRAFFIC (MISDEMEANOR AND CIVIL)

LN	CASE TYPE	FD	FT	OD	OI	OT	SD	SI	ST	TOTALS
1	JURY VERDICT				\\\\\			\\\\\		
2	BENCH VERDICT			1			3	1		5
3	GUILTY PLEA/ ADMISSION			17	1	7	20	5	14	64
4	BINDOVER/ TRANSFER	1	1	\\\\\	\\\\\	\\\\\	\\\\\	\\\\\	\\\\\	2
5	DISMISSED BY PARTY									
6	DISMISSED BY COURT						1	2		3
7	DEFAULT	\\\\\	\\\\\	\\\\\		3	\\\\\	\\\\\	6	\\\\\	9
8	INACTIVE STATUS			1			5			6
9	LOCAL DIVERSION			1			3	2		6
10	CASE TYPE CHANGE						2			2
	TOTALS	1	1	20	4	7	34	16*	14	97

Part 2: Method of Disposition - Sections C & D

```
RUN DATE: 12/19/03              99-2 DISTRICT COURT           PAGE      3
    FOR: JAN-MAR 2002           27777 FRANKLIN ROAD-SUITE 1300
         QUARTER 1              SUNNY SPRINGS        MI   48034

                        DISTRICT COURT CASELOAD

PART 2: METHOD OF DISPOSITION

SECTION C: NON-TRAFFIC CIVIL INFRACTION AND PARKING
```

LN	CASE TYPE	OK	ON	SK	SN	TOTALS
1	VERDICT AT HEARING	1				1
2	ADMISSION/ WAIVERS					
3	DISMISSED BY PARTY					
4	DISMISSED BY COURT					
5	DEFAULT	7	1	1		9
6	CASE TYPE CHANGE					
	TOTALS	8	1	1	*	10

```
SECTION D: CIVIL
```

LN	CASE TYPE	GC	GZ	LT	SC	SP	TOTALS
1	JURY VERDICT				\\\\\\		
2	BENCH VERDICT						
3	UNCONTESTED/ DEFAULT/SETT	10	1	1	4	1	17
4	TRANSFERRED				2		2
5	DISMISSED BY PARTY	3	1				4
6	DISMISSED BY COURT	20	1		1		22
7	INACTIVE STATUS						
8	OTHER DISPOSITION				1		1
9	CASE TYPE CHANGE						
	TOTALS	33*	3	1	8	1	46

```
*Dispo not valid. See Exception List and make appropriate correction(s).
```

When an error is detected in any of the case type columns, an asterisk (*) will print in the *Totals* row at the bottom of each section. The Exception List will help you identify the problem so that it can be corrected before the numbers are submitted to CRS. See *District Court Caseload Exception List on page 7-21*.

The four **Caseload Audit** reports support the totals reflected on the caseload grid.

```
RUN DATE: 12/19/03              99-2 DISTRICT COURT                    PAGE      1
     FOR: JAN-MAR 2002          27777 FRANKLIN ROAD-SUITE 1300
          QUARTER 1             SUNNY SPRINGS        MI   48034

                              CASELOAD AUDIT-NUMERIC
                                 BEGINNING PENDING

CRIMINAL-LINE   1

                                           FILE       DISPO    DISPO
CASE NO.    TYPE          NAME              DATE       DATE     CODE     JUDGE
02-0304A    EX       GORDON/CHARLES/        10/02/01   2/19/02  DS50     12345

                                                            TOTAL EX        1
```

```
RUN DATE: 12/19/03              99-2 DISTRICT COURT                    PAGE      1
     FOR: JAN-MAR 2002          27777 FRANKLIN ROAD-SUITE 1300
          QUARTER 1             SUNNY SPRINGS        MI   48034

                              CASELOAD AUDIT-NUMERIC
                                   NEW FILINGS

CRIMINAL-LINE   2

                                           FILE       DISPO    DISPO
CASE NO.    TYPE          NAME              DATE       DATE     CODE     JUDGE
02-0304     EX       OATS/SUSAN/MARIE       2/01/02    3/01/02  DS50     12345
02-1418     EX       GRACKLE/TIMOTHY/ADAM   1/02/02                      12345
0200010SM   EX       SHEDRICK//             2/12/02

                                                            TOTAL EX        3
```

```
RUN DATE: 12/19/03              99-2 DISTRICT COURT                    PAGE      1
     FOR: JAN-MAR 2002          27777 FRANKLIN ROAD-SUITE 1300
          QUARTER 1             SUNNY SPRINGS        MI   48034

                              CASELOAD AUDIT-NUMERIC
                                     REOPENED

CRIMINAL-LINE   3
                                   REOPEN REOPEN   DISPO  DISPO
CASE NO.    TYPE          NAME      DATE   CODE    DATE   CODE   JUDGE
02-0304     EX       OATS/SUSAN/MARIE  3/01/02 NC99  3/01/02 DS48  12345
02-0304     EX       OATS/SUSAN/MARIE  3/01/02 NC99  3/01/02 DS50  12345

                                                            TOTAL EX        2
```

```
RUN DATE: 12/19/03              99-2 DISTRICT COURT                    PAGE      9
     FOR: JAN-MAR 2002          27777 FRANKLIN ROAD-SUITE 1300
          QUARTER 1             SUNNY SPRINGS        MI   48034

                              CASELOAD AUDIT-NUMERIC
                              METHOD OF DISPOSITION

CIVIL-LINE   4 TRANSFERRED
                                             DISPO    DISPO
CASE NO.    TYPE    PLAINTIFF NAME           DATE     CODE     JUDGE
02-1002     SC      DONOVAN/WANDA/           1/29/02  ORE25    12345
02-9991T    SC      HOLMES/CONSTANCE/        3/01/02  ORE25

                                                            TOTAL SC        2
```

Here is an example of District Court Caseload Part 2: Method of Disposition. *Line 3-Uncontested/Defaulted/Settled* has 10 general civil cases reported for this quarter.

SECTION D: CIVIL

LN	CASE TYPE	GC	GZ	LT	SC	SP	TOTALS
1	JURY VERDICT				\\\\\\\\		
2	BENCH VERDICT						
3	UNCONTESTED/ DEFAULT/SETT	10	1	1	4	1	17
4	TRANSFERRED				2		2
5	DISMISSED BY PARTY	3	1				4
6	DISMISSED BY COURT	20	1		1		22
7	INACTIVE STATUS						
8	OTHER DISPOSITION				1		1
9	CASE TYPE CHANGE						
	TOTALS	33*	3	1	8	1	46

The Caseload Audit Method of Disposition for Civil-Line 3 lists the cases that were counted. Note that the dispo codes correspond to the table on page 7-15.

```
CIVIL-LINE  3 UNCONTESTED/DEFAULT/SETTLED
                                              DISPO      DISPO
CASE NO.     TYPE      PLAINTIFF NAME         DATE       CODE    JUDGE
00-0325      GC        PIC-WAY FURNITURE//    2/19/02    JGE     20230
00-0700      GC        DICKERSON/SUZANNE/MA   2/19/02    JGE67   20230
00-2001      GC        SWARTZ FUNERAL HOME/   2/19/02    JGE     20230
01-0208      GC        PITTS/JULIA/           1/16/02    JGE     20230
01-0813      GC        FINKEL/DANIEL/J        1/31/02    JGE     12345
01A40-SC     GC        ABERHAM/MINNIE/        2/19/02    JGE     12345
02-0212A     GC        ZACKS/CLAUDIA/         2/20/02    JGE     12345
02-0226C2    GC        PALACE/EDWARD/J        2/11/02    JGE     12345
02-1010      GC        GOMEK/SIDNEY/          3/01/02    JGE     12345
03-0002      GC        PARKER/ANNA/           3/01/02    JGE     12345

                                              TOTAL GC           10
```

The **District Court Caseload Exception List** is generated only when *exceptions* or *notes* exist for the reporting period.

```
RUN DATE: 01/15/04              99-2 DISTRICT COURT              PAGE     1
     FOR: OCT-DEC 2002          27777 FRANKLIN ROAD-SUITE 1300
          QUARTER 4             SUNNY SPRINGS        MI  48034
               DISTRICT COURT CASELOAD EXCEPTION LIST - NUMERIC
                                         FILE     DISPO    DISPO
CASE NO.   TYPE         NAME            DATE      DATE     CODE    JUDGE
Criminal Line 4 Disposition Bindover/Transfer Invalid
02-1112D   SM      ARTHUR/KATHRYN/JEAN  10/03/02  11/12/02 DS10    12345
                                        TOTAL CASES NOT COUNTED      1
NOTE-Cases Disposed Previous Qtr-Different Case Type
02-8451    SD-OD   ANDREWS/LINDA/SUE    4/29/02   2/02/02  DS14    12345
03-0528DSP SD-OD   JONES/KAREN/         3/03/02   4/01/02  DS14    12345
97-0110    SD-OD   KRAFT/KELLY/RAE      8/10/97   4/28/98  DS14      110
98-0941    SD-OD   JENNINGS/RONALD/     8/04/98   9/04/98  DS14    12345
NOTE-Case Type changed during reporting period and counted as changed
02-1216H   SI-OI   SMITH/KAREN/J        12/02/02  12/16/02 DS40    12345
```

Exceptions are listed first on the report. These cases must be corrected and the Caseload report re-run before reporting to the CRS website. **Exceptions are not counted in caseload totals.**

The case listed in the report above indicates that an SM case was disposed with a dispo code of DS10 (exam waived; defendant bound over). In this case, either the case type is wrong (would need to be an FD, FY, or FT), or the disposition is incorrect. The case type can be changed on the Traffic/Criminal Case Entry screen. If the statute file incorrectly has the charge flagged as a misdemeanor, it would also need to be changed to reflect the correct case type to prevent this error from occurring again. If the method of disposition is incorrect, it should be removed via the T/C Removal Screen and the correct disposition entered.

Notes are provided for informational purposes. In some situations, adjustments need to be made on the CRS website to numbers reported in previous quarters.

Note: Cases Disposed Previous Qtr - Different Case Type is there to alert you that a disposition on a case reported in a previous quarter now has had a case type change. Case type changes do not get reported after a disposition is entered. Adjustments to any previously reported line numbers need to be made on the CRS website for these cases.

Note-Case Type changed during reporting period and counted as changed is helpful when comparing monthly totals to quarterly totals. It is telling you that a case type change occurred during the reporting period and the program recognized and counted that change. Remember, case type changes are only reported quarterly if the case is undisposed.

Note-Dispo counted as changed case type; manually fix filing case type means the program identified and counted the new case type for the disposition, but because the filing occurred in a previous quarter, you need to adjust the CRS website for the quarter the case was filed. Do this by increasing the new filings under the corrected case type, and decreasing the new filings under the originally reported case type.

✅Troubleshooting - Caseload

Why could caseload numbers change when reports are run again at a later time? Here are some things to keep in mind.

• Make sure all data entry for the quarter is completed before requesting the report. Cases will be missed if updating occurs after running the report.

• Errors reported on the Exception List never get counted as disposed and are not included in beginning pending. If errors are corrected but caseload is not re-run again before reporting to CRS, the file you upload will not contain the corrections.

• Incorrect use of the *Set Aside Dispo* field in the Traffic/Criminal module inflates reopened and disposed numbers. See Traffic/Criminal/Probation User Guide for clarification.

• Using the T/C Removal Screen does not "count" a case, but it could have an impact on caseload. When a warrant, warrant recall, set aside, or disposition is removed after it has been reported to CRS and it is not re-entered, or it is re-entered with dates that fall in different quarters, then beginning pending, inactive, reopened and/or disposed numbers would change if you were to re-request that quarter.

• Case type changes are only counted if the case was previously reported to CRS and is currently undisposed. The "reporting" period is defined by the date range or quarter you enter when requesting the report. This is important to note if you are running your report monthly and then comparing those reports to the quarterly report.

Example: A case was entered in January with an LT case type. The case type was changed in February to SP. A report for the <u>month</u> of February would count a new filing under SP and a case type change under LT. A report for <u>January through February</u> would only count the case as a new filing under SP.

• Review your Traffic/Criminal and Civil Delete Audit Reports. Cases may have been deleted that were reported as a new filing, reopened or disposed case.

☑️ Merging Files - Multi-Location Courts

The caseload report should be requested for each location in the manner described earlier in this section. If an exception list exists for any court, correct the cases and re-request the report. At that point you are ready to merge the data.

If your screen does not show the *Merge Files* field, make sure your security record is turned to **Y** for this feature. See Administrative User Guide.

Step 1

```
 SUNNY SPRINGS              State Court Administrative Office
                            Traffic/Criminal As Required Reports
                                 Todays Date   1/12/04
                                                                      te Range
         Alp Num
          _    _   Alcohol Report              Mark the Merge Files field with an
          _    _   Appealed List                      X and press ENTER
          _    _   Attorney Case List
               _   CCW Report
          _    _   Case Index
               _   Caseage Report
          _    _   Caseload Report    Qtr _ Year ____   X Merge Files  _____  - ____
          _    _   Crime Victim Rights Report                         _____  - ____
          _    _   Disposed List                                      _____  - ____
          _    _   Drunk/Drug New Cases                               _____  - ____
```

Step 2

```
 SUNNY SPRINGS              State Court Administrative Office
                                 Caseload File Merge


                 File       Qtr  Year  Court    County
            X   CLOADD9990    1   2003  D9990   HAPPYVILLE -990
            X   CLOADD9991    1   2003  D9990   ST CLAIR 99-1
            X   CLOADD9992    1   2003  D9990   OAKLAND - 99-2


              Type an X in front of the files
             you want to merge. Make sure
             all quarters/years are the
                 same. Press ENTER.
```

Step 3

```
SUNNY SPRINGS              State Court Administrative Office
                                Caseload File Merge


              File      Qtr   Year   Court   County
         X   CLOADD9990   1    2003   D9990   HAPPYVILLE -990
         X   CLOADD9991   1    2003   D9990   ST CLAIR 99-1
         X   CLOADD9992   1    2003   D9990   OAKLAND - 99-2


         Merged caseload file CLOADD999M created. Use this file
         name when downloading from the AS400 to your PC.
```

You will receive this message after the files are merged. Make note of this file name if you are going to upload the caseload file to the CRS website.

☑️Transferring Caseload from AS/400 to PC

If your court is using **Client Access**, you will be able to transfer your caseload file from the AS/400 to your PC and upload it to the CRS website. To set up the file transfer, follow the steps below. Steps 2 and 5-9 are necessary to transfer the file once the process is set up.

Step 1

```
                                    Sign On
Michigan Supreme Court                      System  . . . . . :   OSMSOUTH
State Court Administrative Office           Subsystem . . . . :   QINTER
Judicial Information Systems                Display . . . . . :   KARENLC


              User  . . . . . . . . . . . .
              Password  . . . . . . . . . .        Make a note of your System name.
```

Step 2

```
 File   Edit   View   Communication   Actions   Window   Help
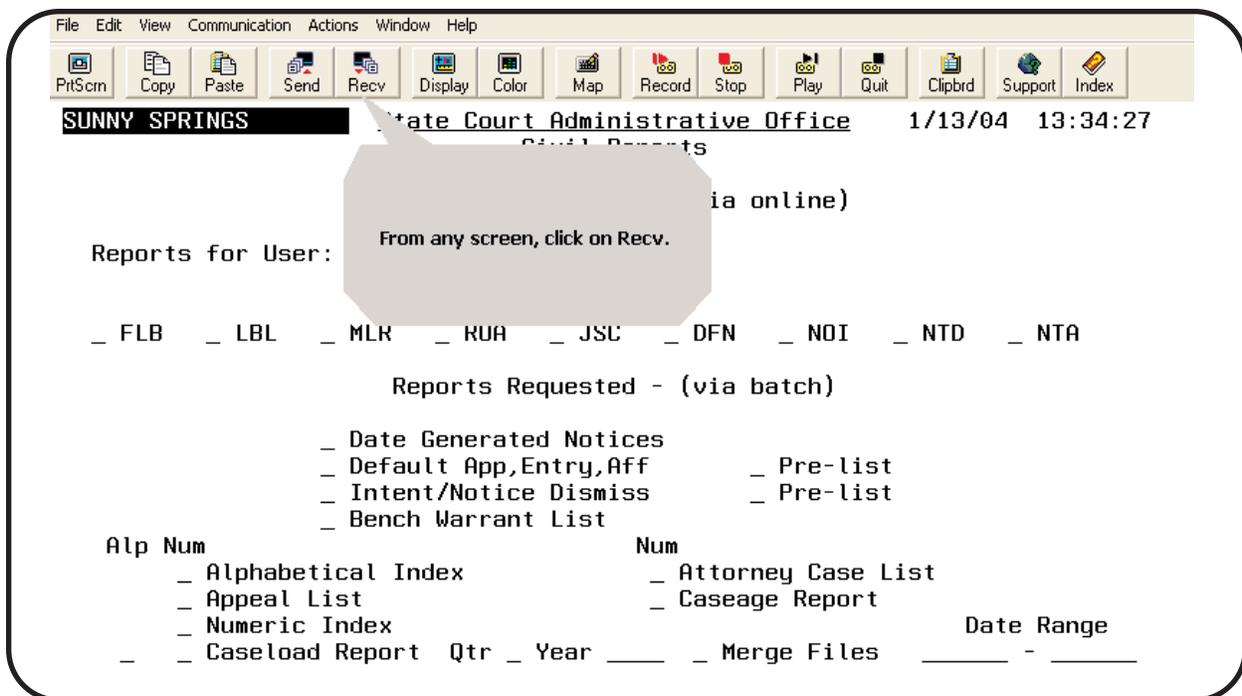
 PrtScrn  Copy  Paste  Send  Recv  Display  Color  Map  Record  Stop  Play  Quit  Clipbrd  Support  Index

 SUNNY SPRINGS              State Court Administrative Office      1/13/04   13:34:27
                              Civil Reports

                                                    (via online)

       Reports for User:        From any screen, click on Recv.


     _ FLB    _ LBL    _ MLR    _ RUA    _ JSC    _ DFN    _ NOI    _ NTD    _ NTA

                          Reports Requested - (via batch)

                  _ Date Generated Notices
                  _ Default App,Entry,Aff        _ Pre-list
                  _ Intent/Notice Dismiss        _ Pre-list
                  _ Bench Warrant List
       Alp Num                            Num
          _ Alphabetical Index               _ Attorney Case List
          _ Appeal List                      _ Caseage Report
          _ Numeric Index                                    Date Range
       _  _ Caseload Report  Qtr _ Year ____  _ Merge Files  _____ - _____
```

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

☑️ Upload Data to CRS Website

You can upload the report after the transfer is completed.

- Sign on to the CRS website at http://courts.michigan.gov/crs

- Select the "Upload Caseload Data Files" option from the Main Menu

- On the Upload Caseload Data Files Screen, enter the name of the file from your C: drive, i.e., C:\Caseload.txt

- Click **Upload**

Questions or problems relating to the CRS website should be directed to CRS through its email system. The Caseload of Michigan Trial Courts Reporting Forms and Instructions for District Courts can be downloaded from the SCAO website.

Date Generated Notices

Date Generated Notices are designed to be requested daily at the end of the working day. They are date driven. In addition to the three reports discussed in this chapter, Small Claims Judgments may be produced when Date Generated Notices are requested. See Chapter 6-Forms, Labels & Mailers.

✔ Civil Delete Audit Report

This report is used for internal controls and monitoring of deleted cases or parties, changed case numbers, or case transfers to another court location.

The report contains the delete date, time, clerk's initials, terminal code, case type, case number, party names, file date, last code, last action code, dispo code (if any) and dispo date. The cases are reported for 30 days, with the most recent deletes appearing at the top of the report. **Retain this report for audit purposes. It cannot be reproduced.**

If Date Generated Notices are not requested daily, deleted cases will still be reported:
   • if requested within 30 days of the delete or change
   • after 30 days if it has never been reported previously
   • for the last time when Date Generated Notices are requested after 30 days

```
RUN DATE: 01/21/04                          99-2 DISTRICT COURT                                    PAGE        1
                                            27777 FRANKLIN ROAD-SUITE 1300
                                            SUNNY SPRINGS        MI 48034

                                            CIVIL DELETE AUDIT REPORT

  DELETE  DELETE       DELETE                      PARTY                                FILE   LAST  LAST ACTION DISPO  DISPO
  DATE    TIME   BY    TERMINAL   CASE NO. TYPE    NO.       NAME                        DATE   CODE  DATE       CODE   DATE

  08/19/03 08:16A KJS KARENLA     03-0012B  GC     P01  POTTER/ZANDER/                  04/12/03 SCF  04/12/03
               KJS KARENLA                         D01  WAGNER/ADAM/                    04/12/03 ORE47 07/18/03
                                            COMMENT: DELETE

  07/23/03 11:12A KJS KARENC      03-0900   GZ     P01  PARKER/JAMES/EDWARD JR          07/21/03 SCF  07/21/03
               KJS KARENC                          D01  WILLIAMS/DOREEN/                07/21/03 SCF  07/21/03
               KJS KARENC                          D02  SMITH/RODNEY/P                  07/21/03 SCF  07/21/03
               KJS KARENC                          Q01  SMITH/RODNEY/P                  07/21/03 SCF  07/21/03
               KJS KARENC                          E01  WILLIAMS/DOREEN/                07/21/03 SCF  07/21/03
                                            COMMENT: FDS
```

Civil Delete Audit Report
Paper Size: STD (11x14)

✅ Daily Review List

The Daily Review List can be ordered by typing the code **RVC** on the Actions Update screen with a court date and time. If you use the party code **ALL**, the entire case will be reported on the list. When you are party specific, only that party will appear.

The case/party will only appear on the list when the **RVC** trigger code is the most future date on the case/party. Cases report the number of full days prior to the scheduled review date, based on the court's Z-record. The Z-record is set up in Traffic/Criminal Codes File Update. The chart below depicts the schedule for reporting on the list when the Z-record is set at 3 days.

The Daily Review List is the only report that goes to a **RDY** status in the output queue and is not saved after it is printed.

Case Review Batch Calculations - Z-Record Set at 3 Days							
Daily Generated Notices Run Date	Sun	Mon	Tues	Wed	Thur	Fri	Sat
	|	|	|	|	|	|	|
Ready for Printing	Mon	Tues	Wed	Thur	Fri	Sat	Sun
	|	|	|	|	|	|	|
Scheduled Review (**RVC**) Date	Wed	Thur	Fri	Mon	Tues	Wed	Wed
Changes **DO NOT** occur to this schedule when a holiday falls between the Run Date and the Review Date							

```
RUN DATE: 01/23/04        99-2 DISTRICT COURT                    PAGE      1
                          27777 FRANKLIN ROAD-SUITE 1300
                          SUNNY SPRINGS          MI   48034

                          DAILY REVIEW LIST - MONDAY 01/26/04

                  PARTY                                                ACTION
    CASE NO. TYPE  NO.          NAME           ATTORNEY     JUDGE        CODE

    02-0057  LT   P01 GOLDEN MEADOWS APARTMENTS DIMANTS,ANDR CROCKETT,GEO RVC
    02-0057  LT   D01 WALKER/DORIS/                          CROCKETT,GEO RVC

    02-3131  GC   P01 WEBSTER/ALICE/            HAYHURST,PAU CROCKETT,GEO RVC
    02-3131  GC   D01 NAPLES/GEORGE/                         CROCKETT,GEO RVC

    04-0601  GC   P01 JOHNSON/PETER/S           MARCUS,MARTI SERVAAS,STEV RVC
    04-0601  GC   D01 JANNORS/JEFFREY/P                      SERVAAS,STEV RVC
    04-0601  GC   Q01 JASMOND/JULIE/                         SERVAAS,STEV RVC
    04-0601  GC   R01 JANNORS/JEFFREY/P         JAMES,WILLIA SERVAAS,STEV RVC
    04-0601  GC   S01 TELBERT/TONY/             RAYMOND,MICH SERVAAS,STEV RVC
    04-0601  GC   E01 NICHOLES/KAREN/                        SERVAAS,STEV RVC
    04-0601  GC   F01 JOHNSON/PETER/F                        SERVAAS,STEV RVC
    04-0601  GC   G01 PRINCIPAL INSURANCE COMPA             SERVAAS,STEV RVC
    04-0601  GC   I01 STREVEL/KAREN/                         SERVAAS,STEV RVC
```

Daily Review List
Paper Size: 8x11

✅ Expired Garnishment Report

The Expired Garnishment Report is a list of garnishments that close when Date Generated Notices are run. Periodic and non-periodic garnishments close when 91 days have elapsed from the issue date. Income tax garnishments close based on service; they expire on the next occurrence of October 31st following the service date. If the garnishment is not served, it expires on October 31st of the year after it was issued.

- Writ served 12/1/03 - writ expires 10/31/04 (the following year)
- Writ served 10/1/03 - writ expires 10/31/03 (the same year)

When garnishments are expired through this process, the status of the party and/or case will also change from **GARN** to **CLSD** or **DISP**.

```
DATE: 01/21/04                    99-2 DISTRICT COURT                    PAGE   1
                                  27777 FRANKLIN ROAD-SUITE 1300
                                  SUNNY SPRINGS          MI   48034

                                  EXPIRED GARNISHMENT REPORT

                    CASE    GARN    GARN    PTY
        CASE NO.    TYPE    NO.     TYPE    NO.    PARTY NAME

        00-0107     LT      03      P       D01    PARMENTER/GEORGE/
        00-500      GC      03      P       D01    AAA OF MICHIGAN//
        02-1010     GC      02      I       D01    JENKINS/RUSSELL/
        98-1000     LT      01      P       D01    SMITH/JONATHAN/
```

Expired Garnishment Report
Paper Size: 8x11

Default Notice Pre-List

The Default Notice Pre-List is a list of cases that qualify for a Default Application, Entry, Affidavit. Running the Pre-List does not automatically generate the form or update the case in any way.

After reviewing the list for accuracy, the forms can be generated immediately or in a batch environment as described in Chapter 6-Forms, Labels & Mailers.

```
                         99-2 JUDICIAL DISTRICT              DATE 01/21/04
                     CIVIL DEFAULT NOTICE   PRE-LIST             PAGE        1

   CASE                                             SERVICE   LAST   ACTION
  NUMBER    TYPE PTY          DEFENDANT   NAME        DATE     CODE    DATE
  03-3003    GC  D01 KAUFMAN/DWANE/                 10/01/03  SCS93 10/01/03
  03-3009    GC  D01 BLOOM/VICTOR/                  10/01/03  SCS   10/01/03
  03-3029    GC  D01 LAWRENCE/FRANKLIN/             10/01/03  SCS   10/01/03
  03-3029    GC  D02 SMITH/THOMAS/                  10/01/03  SCS   10/01/03
```

Civil Default Notice Pre-List
Paper Size: 8x11

Intent/Dismissal Pre-List

The Notice of Intent/Dismissal Pre-List is a list of cases that qualify for an Intent to Dismiss for No Progress or a Dismissal for Non-Service/No Progress. Running the Pre-List does not automatically generate the form or update the case in any way.

After reviewing the list for accuracy, the forms can be generated immediately or in a batch environment as described in Chapter 6-Forms, Labels & Mailers.

```
9992                        99-2 JUDICIAL DISTRICT              DATE 01/21/04
                   CIVIL NOTICE OF INTENT/DISMISSAL PRE-LIST    PAGE        1

READY    CASE                                                  LAST ACTION
FOR      NUMBER     TYPE PTY    DEFENDANT NAME                  CODE    DATE


DIS   00-0900      SC   D02   TOE/SUSIE/                        ALF    02/11/00
DIS   01-1031STS   GZ   D01   GILBERT/ANTHONY/II                NOI75  10/26/03
DIS   02-0529A     LT   D01   JOHNSON/MARIE/                    NOI75  10/26/03
INT   02-0900      GC   D01   LEXINGTON/PETER/                  DFI    08/19/03
DIS   03-0009      GC   D01   FOSTER/ARLENA/                    NOI75  10/26/03
DIS   03-0010      GC   D01   SMITH/JOHN/                       NOI75  10/26/03
DIS   03-0015      GC   D01   SMALL/JUDITH/                     NOI75  10/26/03
INT   03-0081-GC   GC   D01   SMITH/ANDY/                       DFI    08/19/03
DIS   03-0123A     LT   D01   SMITH/KAREN/                      SCF    08/01/03
DIS   03-02105     GC   D01   GLEASON CONSTRUCTION CO. INC//    SCF    07/30/03
DIS   03-02105     GC   F01   CONSUMERS ENERGY//                SCF    08/18/03
DIS   03-02105     GC   G01   S M & P UTILITY RESOURCES INC//   SCF    09/02/03
DIS   03-02105     GC   G02   UNDERGROUND TECHNOLOGIES INC//    SCF    09/02/03
DIS   03-02105     GC   G03   UNDERGROUND TECHNOLOGIES INC//    SCF    10/09/03
DIS   03-02105     GC   G04   UTILIQUEST LLC//                  SCF    10/09/03
DIS   03-02105     GC   G05   UTILIQUEST HOLDINGS CORP//        SCF    10/09/03
DIS   03-02105     GC   G06   U G T I//                         SCF    10/09/03
```

Civil Notice of Intent/Dismissal Pre-List
Paper Size: 8x11
DIS = Ready for Dismissal; INT = Ready for Intent to Dismiss

This space is reserved for your notes.

Report Generator

In this chapter you will discover how to create user defined reports.

The report generator program gives courts flexibility in obtaining database information that may not be contained in other system reports. Select *Option* **6** from the Civil Subsystem to access this feature; press **ENTER**.

```
SUNNY SPRINGS          State Court Administrative Office
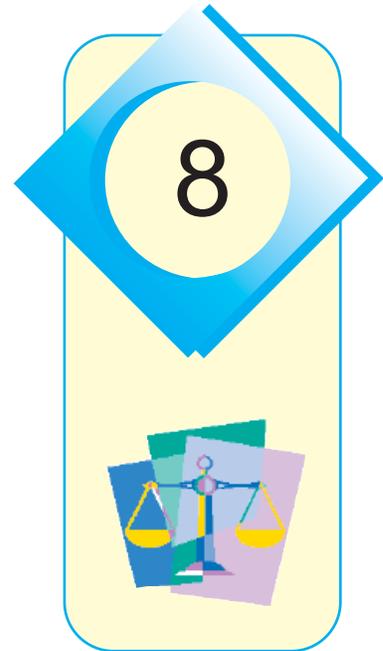
                          Civil Subsystem


        Select one of the following:

                        1. Civil Online
                        2. Reports
                        3. Code Files Update
                        4. Code Files Print
                        5. Calendar
                        6. Report Generator




        Option: 6
```

The best way to understand report generator is to practice using it. After reviewing the criteria on the following pages, turn to the report examples to get a better feel for the types of reports that can be generated.

One basic principle to remember is that the report submitted will check the entire database for information. It is always best to have some limiting factor selected to narrow the search and increase the speed at which the report can finish, i.e. selection of date ranges, case types, case status, etc. All cases listed on a report will be in numerical order unless the sorting feature is used.

Options

Choose the type of report generator you want to run by typing a **1, 2,** or **3** in the *Enter Option* field.

```
SUNNY SPRINGS          State Court Administrative Office


                          Civil Report Generator


                       1. Case Information

                       2. Party Information

                       3. Docket Information        Enter the option number
                                                    for the type of report you
                                                    want to create.

                          Enter Option:     _       If the report has been
                                                    previously saved, enter an X
                       Retrieve Reports ??  _        in Retrieve Reports??

                                                        Press ENTER
```

Option 1 - Use this option when you want information that is related to the case, i.e. all cases filed in the month of February, or all cases assigned to a particular judge.

Option 2 - Use this option when you want information about parties, i.e. all parties that were served in the month of February, or all parties who reside in an area with a specified zip code.

Option 3 - Use this option if you need to limit your courtroom calendar to specific case types or scheduling events, i.e. only landlord-tenant cases scheduled for a hearing on non-payment of rent.

Here are the fields that are available for each of the options:

```
                          Civil Report Generator
                             Case Information
        Comment     _____

     _   Case Entitlement              _  Judge         _____

     _   Case Number   _____       _  Case Type      __  __  __  __

     _   Case Status  _ _ _ _           _  Address
     _   Sealed Record                  _  Misc          _____

     _   Filed Date     _____  _____  _  Attorney
                                        _  Judgment Amount

     _   Closed Date    _____  _____  _  Closed Code   _____  _____  _____
                                                          _____  _____

     _   Event Date     _____  _____  _  Event Code    _____  _____  _____
                                                          _____  _____
        F24-Previous Menu                                        Help
```

Option 1 - Case Information

```
                          Civil Report Generator
                             Party Information
        Comment     _____

     _  Case Entitlement               _  Case Number   _____
     _  Party Name                     _  Alternate Name
     _  Alternate Code  ___ ___ ___ ___ _  Case Type      __  __  __  __
     _  Party Type      ___ ___ ___ ___ _  Judge         _____
     _  Party Status    _ _ _ _          _  Attorney      _____
     _  Filed Date      _____  _____   _  Judgment Amount
     _  Service Date    _____  _____   _  Address
     _  Answer Date     _____  _____   _  Zip Code      _____
     _  Misc            _____          _  Sealed Record
     _  Next Date       _____  _____   _  Next Time     ___ _  ___ _
                                         _  Next Code     ___ ___ ___

     _  Docket Date     _____  _____   _  Docket Time   ___ _  ___ _
                                         _  Docket Code   ___ ___ ___

     _  Closed Date     _____  _____   _  Close Code    _____ _____ _____ _____
     _  Event Date      _____  _____   _  Event Code    _____ _____ _____ _____
```

Option 2 - Party Information

```
                          Civil Report Generator
                                Docket File
        Comment _____

                   _  Case Entitlement
                   _  Case Number   _____
                   _  Name/Party Type ___   ___   ___   ___
                   _  Docket Date      _____   _____
                   _  Time             ___ _   ___ _
                   _  Action           ___   ___   ___   ___
                   _  Judge            _____
                   _  Attorney         _____
                   _  Case Type        __  __  __  __




        F24-Previous Menu                                        Help
```

Option 3 - Docket Information

An **X** in the *Retrieve reports??* field will retrieve report selection criteria previously saved. This feature is used for reports that are run on a regular basis. When retrieving reports, Option **1**, **2** or **3** must also be included in the *Enter Option* field. Press **ENTER** to get the following screen.

```
        REPORT GENERATOR SAVED REPORTS

        Enter Option: 1-Select    4-Delete


    _   LLL-JUDGMENT REPORT    D9992DCS     CASE    *STD   3 SPACES
    _   SEALED CASES           D9992DCS     CASE    *STD   1 SPACES
    _   CASES W/O JDG AMT      D9992KJS     CASE    *STD   2 SPACES
    _   LLL-JUDGMENT REPORT    D9992LLL     CASE    8X11   1 SPACES
```

After a report is selected, press ENTER. You may modify dates or other information before submitting the report.

Cases as sorted in alphabetical order by user ID.

The print options are also saved.

```
                                                                    +

 F24- Previous Menu                                         Help
```

Civil Generator Field Descriptions	
Field Name & Generator Type: C-Case, Pty-Party, D-Docket	**Description**
Action (D)	The code entered for the type of activity, e.g. HRC=Hearing Scheduled, BTC=Bench Trial Scheduled.
Address (C, Pty)	The address of the party.
Alternate Code (Pty)	Code associated with the alternative party. See Appendix E.
Alternate Name (Pty)	Alternate name of the party, as entered on the Case screen.
Answer Date (Pty)	Date party answered complaint. Date range is valid.
Attorney (C, Pty, D)	Bar number for attorney representing party.
Case Entitlement (C, Pty, D)	Primary plaintiff and primary defendant name. This entry uses one whole line on the report.
Case Number (C, Pty, D)	The case number assigned to the case.
Case Type (C, Pty, D)	The case type assigned: **GC, GZ, LT, SC, SP**
Close Code (C, Pty)	Case Generator - the close code reported for the case on caseload (highest value entered for all defendants). Party Generator - the close code entered for the party. See Appendix B.
Close Date (C, Pty)	Case Generator - date last defendant on case was disposed. Party Generator - date disposition was entered.
Docket Code (Pty, D)	The code used to schedule the party. See *Action* above.
Event Code (C, Pty)	Action code entered for a particular event.
Event Date (C, Pty)	Date the event occurred.
Filed Date (C, Pty)	File date entered for case (P01 and D01) or individual party.
Judge (C, Pty, D)	Bar number of judge assigned to case.
Judgment Amt (C, Pty)	The dollar amount associated with the close code. This amount will only be reflected if it is entered in the *Amount* field on the Actions Update screen on the same line as the judgment code. If there are multiple judgment codes, the amount must be reflected on the <u>first</u> JGE code.
Misc (C, Pty)	Retrieve information from the *Misc* field on the Action screen.
Next Code (Pty)	Last event code scheduled for the case. See *Action* above.
Next Date (Pty)	Last date something was scheduled on the case.
Next Time (Pty)	Time associated with *Next Date* above.
Party Name (Pty, D)	Name of the party
Party Status (Pty)	Status of party. **P**=pending, **C**=closed, **G**=garnishment, **W**=warrant, **D**=disposed.
Party Type (Pty, D)	Party designation and number assigned. **P**=Plaintiff, **D**=Defendant, **Q**=Cross Party Plaintiff, **R**=Counter Party Plaintiff, **S**=Third Party Plaintiff, **E**=Cross Party Defendant, **F**=Counter Party Defendant, **G**=Third Party Defendant, **H**=Defendant by Intervention, **I**=Garnishee Defendant Example: First plaintiff=P01, second plaintiff=P02
Sealed (C, Pty)	Indicates that the case is sealed (non-public).
Service Date (Pty)	Date service was made on the party.
Time (D)	Time of scheduled hearing.
Zip Code (Pty)	Zip code of the party.

Civil Generator Selection Criteria

Field Name & Generator Type: C-Case, Pty-Party, D-Docket	Wildcard *	Sort 1-9	P	S	A	I	B	O	X
Action (D)	Y	Y	Y	Y	Y			Y	
Address (C, Pty)		Y	Y	Y			Y		Y
Alternate Code (Pty)		Y	Y	Y	Y		Y	Y	Y
Alternate Name (Pty)		Y	Y	Y			Y		Y
Answer Date (Pty)		Y	Y	Y	Y		Y	Y	Y
Attorney (C, Pty, D)		Y	Y	Y	Y		Y	Y	Y
Case Entitlement (C, Pty, D)		Y	Y						
Case Number (C, Pty, D)	Y	Y	Y	Y	Y			Y	
Case Type (C, Pty, D)		Y	Y	Y	Y			Y	
Close Code (C, Pty)	Y	Y	Y	Y	Y		Y	Y	Y
Close Date (C, Pty)		Y	Y	Y	Y		Y	Y	Y
Docket Code (Pty, D)	Y	Y	Y	Y	Y		Y	Y	Y
Docket Date (Pty, D)		Y	Y	Y	Y			Y	Y
Docket Time (Pty) see *Time* below		Y	Y	Y	Y			Y	Y
Event Code (C, Pty)	Y	Y	Y	Y	Y	Y		Y	
Event Date (C, Pty)	Y	Y	Y	Y	Y			Y	
Filed Date (C, Pty)		Y	Y	Y	Y			Y	Y
Judge (C, Pty, D)		Y	Y	Y	Y		Y	Y	Y
Judgment Amt (C, Pty)		Y	Y	Y			Y		Y
Misc (C, Pty)	Y	Y	Y	Y	Y			Y	Y
Next Code (Pty)		Y	Y	Y	Y		Y	Y	Y
Next Date (Pty)		Y	Y	Y	Y		Y	Y	Y
Next Time (Pty)		Y	Y	Y	Y		Y	Y	Y
Party Name (Pty, D)		Y	Y						
Party Status (Pty)		Y	Y	Y	Y			Y	
Party Type (Pty, D)	Y	Y	Y	Y	Y			Y	Y
Sealed (C, Pty)		Y	Y	Y				Y	Y
Service Date (Pty)		Y	Y	Y			Y	Y	Y
Time (D)		Y	Y	Y				Y	Y
Zip Code (Pty)	Y	Y	Y	Y	Y		Y	Y	Y

Wildcard = asterisk (*). Use it to get cases with similar data, i.e. cases in that start with 03*.

1-9	Sort and print the data in a prioritized order, 1 thru 9
P	Select and print a given field on the report
S	Select, but don't print a column for the item on the report
A	Print and include only those cases that have this data AND that data
I	Print and include the item only when a match is found
B	Print and include cases where the database field is blank or zero. You cannot specify data in the selection field(s).
O	Omit cases where the database fields match the screen selection. Selection field(s) must be entered when using this option.
X	Print and include only those cases that have data in the field. If X is used, you cannot specify data in the selection field(s).

☑ Screen Examples and Results

Case Report Generator

Objective: Design a report that lists cases that were filed in January 2004. Sort the cases by judge. Print the cases in numerical order by case type, and print the status of the case. Include the filing date on the report.

```
                           Civil Report Generator     What you put in the Comment
                                                       field becomes the title of your
                              Case Information         report.
     Comment     CASES FILED IN JANUARY 2004_____

 _   Case Entitlement                    1   Judge          _____

 P   Case Number    _____           2   Case Type     __  __  __  __

 P   Case Status    _ _ _ _              1 in front of Judge will sort cases by judge.
 _   Sealed Record
                                         2 in front of Case Type will list all of the   GC
 P   Filed Date    010104   013194       case types first, then GZ, then LT, etc.

                                         P in front of Case Number, Case Status and
 _   Closed Date    _____   _____      Filed Date will print this information on the
                                         report. In this example, a date range was
                                         also entered.
 _   Event Date     _____   _____
                                         Press ENTER. See Submitting and Saving
     F24-Previous Menu                   Reports.
```

The report generated would look similar to this:

```
   RUN DATE: 01/21/04            99-2 DISTRICT COURT               PAGE:    1
                                 27777 FRANKLIN ROAD-SUITE 1300
                                 SUNNY SPRINGS        MI 48034

                               CASES FILED IN JANUARY 2004
      File Date    10104- 11604

      CASE NUM    STATUS    FILE DT    CASE TYPE   JUDGE

      04-0010     PEND      1/05/04    GC          CROCKETT,G

      04-0019     PEND      1/05/04    GC          CROCKETT,G

      04-0134     PEND      1/05/04    LT          CROCKETT,G

      04-0119     PEND      1/05/04    SC          CROCKETT,G

      04-0101     PEND      1/05/04    GC          SERVAAS,ST

      04-0109     PEND      1/05/04    SC          SERVAAS,ST

                           NUMBER OF CASES           6
```

Party Information

Objective: Design a report that lists all landlord-tenant judgments entered during the month of October 2000. List the cases in alphabetical order; include any judgment amounts and whether the judgments were satisfied.

```
                        Civil Report Generator
                          Party Information

   Comment     JUDGMENTS IN OCTOBER 2000_____

 _   Case Entitlement                P  Case Number   _____
 1   Party Name                       _  Alternate Name
 _   Alternate Code   ___ ___ ___ ___  _  Case Type      __  __  __  __
 _   Party Type       ___ ___ ___ ___  _  Judge          _____
 _   Party Status     _ _ _ _          _  Attorney       _____
 _   Filed Date       _____  _____  P  Judgment Amount
 _   Service Date     _____  _____   _  Address
 _   Answer Date      _____  _____   _  Zip Code       _____
 _   Misc             _____          _  Sealed Record
 _   Next Date        _____  _____   _  Next Time      ____ _  ____ _
                                       _  Next Code      ___ ___ ___


 _   Docket Date      _____  _____   _  Docket Time    ____ _  ____ _
                                       _  Docket Code    ___ ___ ___

 P   Closed Date      100100  103100  P  Close Code   JGE*_ _____ _____ _____
 P   Event Date       _____  _____  I  Event Code   JGZ__ SJF__ _____ _____

 F24 Previous Menu                                            Help
```

The report generated would look similar to this:

```
   RUN DATE: 01/29/04              99-2 DISTRICT COURT                 PAGE:    1
                                   27777 FRANKLIN ROAD-SUITE 1300
                                   SUNNY SPRINGS        MI 48034

                              JUDGMENTS IN OCTOBER 2000
      Close Date 100100-103100   Close Code JGE*        Event Code JGZ SJF

     NAME       CASE NUM   CLOSE DATE CLOSE CODE    AMOUNT EVENT DT   EVENT CD

     BETTARMAN/ 00-0802    10/12/00   JGE66
     HAMADY/GOR 00-2000    10/03/00   JGE68
     LANDERSON/ 00-3166    10/20/00   JGE        $2000.00 10/23/00    JGZ
     LYONS/MARY 00-3254    10/12/00   JGE66
     PETRIEV/SU 00-3166    10/20/00   JGE        $2000.00 10/23/00    JGZ
     QUIEL/DIAN 00-4001    10/20/00   JGE65
     SILVERSTON 00-1001GC  10/09/00   JGE67      $2700.00

                   NUMBER OF PARTIES          7
```

Docket Information

Objective: Prepare a docket for Judge Crockett on February 17, 2004, listing only the landlord tenant cases.

Note: Prior docket records are accessible for 90 days.

```
                    Civil Report Generator
                         Docket File

      Comment  LANDLORD TENANT DOCKET FOR JUDGE CROCKETT 2/17/04

               P   Case Entitlement
               P   Case Number        _____
               P   Name/Party Type    ___    ___    ___    ___
               P   Docket Date        _____    _____
               P   Time               ____ _    ____ _
               S   Action             HRC    ___    ___    ___
               S   Judge              12345
               P   Attorney           _____
               S   Case Type          LT  __   __   __




      F24-Previous Menu                                   Help
```

The report generated would look similar to this:

```
    RUN DATE: 01/29/04            99-2 DISTRICT COURT              PAGE:    1
                                  27777 FRANKLIN ROAD-SUITE 1300
                                  SUNNY SPRINGS       MI 48034

                    LANDLORD TENANT DOCKET FOR JUDGE CROCKETT 2/17/04
    Dkt Date     21704- 21704  Dkt Code    HRC           Judge      12345
    Case Type    LT

    CASE NUM       TIME

    04-0238       10:00 AM
       MAPLE GARDENS//    VS     FRANKS/RONNIE/
      P01   MAPLE GARDENS//                     ATTY:TSILIMIGRAS,PANOREA P.,
      D01   FRANKS/RONNIE/
      D02   FRANKS/DELORES/
    04-0241       10:00 AM
       GOLDEN BEACH MANOR//    VS     GARRISON/ZANDER/
      P01   GOLDEN BEACH MANOR//                ATTY:LEVIN,ROBERT E.,
      D01   GARRISON/ZANDER/

                    NUMBER OF CASES          2
```

Submitting and Saving Reports

```
                        Civil Report Generator

    _   Save Report ?   Enter Report Name        _____

                    _    Number of Spaces ?

                    _    8 x 11 Paper ?

                    _    Summary Only ?




      F24 Previous Menu                                    Help
```

After completing this screen, press ENTER to submit the report.

After completing the Case, Party or Docket screen, press **ENTER**. The following screen will be displayed.

Save Report?   Type an **X** if you want to save this report for future use. If you do not want to use this report again, leave this field blank.

Report Name   Enter the name of the report. This will be the name stored in *Report Generator Saved Reports* screen. It is usually abbreviated from the title given on the comment line of the report.

Spaces   Enter the number of blank spaces you want between cases.

8x11   Type an **X** if you want the report to be formatted for paper size 8x11. If left blank, the report will be standard paper size 14x11. To help you determine which size you need, refer to the examples on the following pages.

Summary   Leave this field blank if you want the report to print the detail you have specified. If you only want to know how many cases meet the criteria you have specified, type an **X** in this field for a summary only. See example on page 8-12.

```
                        Civil Report Generator
                          Party Information

        Comment    ALL PARTIES WHERE ANSWERS FILED-NO FUTURE DATE____

    _   Case Entitlement                 P   Case Number   _____
    P   Party Name                       _   Alternate Name
    _   Alternate Code   ___ ___ ___ ___ P   Case Type     __  __  __  __
    P   Party Type       D*_ E*_ F*_ G*_ P   Judge         _____
    S   Party Status     P _ _ _         P   Attorney      _____
    _   Filed Date       _____  _____  _   Judgment Amount
    _   Service Date     _____  _____  _   Address
    X   Answer Date      _____  _____  _   Zip Code      _____
    _   Misc             _____         _   Sealed Record
    B   Next Date        _____  _____  _   Next Time     ____ _  ____ _
                                         _   Next Code     ___ ___ ___
```

Party Information Generator Example. See print options below.

```
RUN DATE: 02/04/04          99-2 DISTRICT COURT                PAGE:     1
                            27777 FRANKLIN ROAD-SUITE 1300
                            SUNNY SPRINGS        MI 48034

              ALL PARTIES WHERE ANSWERS FILED-NO FUTURE DATE
Party Type D*  E*          Party Type F*  G*        Status PEND
Next Date  = BLANK         Answer Dt  > BLANK

   NAME      PARTY      CASE NUM    CASE TYPE   JUDGE        ATTORNEY      ANSWER DT
NEXT DATE

PINYACK/RO  D01        03-0988        GC        CROCKETT,G                 1/24/03

FISHER/KAR  D01        03-3000        GC        CROCKETT,G RICHWERGER      1/10/03

SMITH/SUSA  D01        03-3001        GC        CROCKETT,G LEBOWSKI,S      2/11/03

DONALDSON/  D01        04-0189        GC        CROCKETT,G THOMAS-MEL      1/28/04

                NUMBER OF PARTIES         4
```

Print option 8x11.
The print is larger than *STD but only 10 characters of the name will print.

```
RUN DATE: 01/29/04              99-2 DISTRICT COURT                  PAGE:    1
                                27777 FRANKLIN ROAD-SUITE 1300
                                SUNNY SPRINGS        MI 48034

                 ALL PARTIES WHERE ANSWERS FIELD -NO FUTURE DATE
Party Type D*  E*          Party Type F*  G*         Status PEND
Next Date  = BLANK         Answer Dt  > BLANK

   NAME       PARTY        CASE NUM   CASE TYPE  JUDGE       ATTORNEY    ANSWER DT
NEXT DATE


              NUMBER OF PARTIES        4
```

Print option 8x11
Summary Only
None of the detail is listed, just the total.

```
                           ALL PARTIES WHERE ANSWERS FILED-NO FUTURE DATE
Party Type D*  E*        Party Type F*  G*        Status PEND          Next Date  = BLANK        Answer Dt  > BLANK
NAME            PARTY          CASE NUMBER    CASE TYPE     JUDGE          ATTORNEY       ANSWER DATE
NEXT DATE
PINYACK/ROBERT/  D01          03-0988         GC            CROCKETT,GEORGE                1/24/03
FISHER/KAREN/    D01          03-3000         GC            CROCKETT,GEORGE  RICHWERGER,CARO 1/10/03
SMITH/SUSAN/     D01          03-3001         GC            CROCKETT,GEORGE  LEBOWSKI,STEVEN 2/11/03
DONALDSON/JOHN/  D01          04-0189         GC            CROCKETT,GEORGE  THOMAS-MELLEMA,  1/28/04

              NUMBER OF PARTIES        4
```

Print option *STD
The print is smaller than 8x11. More information fits across the page.
More characters of the name will print.

One more thing to consider:

The more fields you request, the more likely the printed result will wrap around to more than one line per case. This makes the report harder to read. Ask the question, "Do I need to see this item printed on the page?" If not, reduce the number of columns on your report by using an **S** to select instead of a **P** to print.

Code Files

9

The Code Files store information that is used throughout the system. You can update or print each of the Code Files.

Code File Type	Features
Attorney File	Michigan attorney bar numbers with the street and email address, telephone/fax # and firm name. You may also add codes for other professionals such as magistrates, court clerks, etc.
Code File	Although the Code File contains all codes used in the Civil module, access to the user is limited to Modifier codes. You may create new codes or modify the description of existing codes that do not have an impact on District Court Caseload.
Holiday File	Court holidays and vacation start/end times.

Updating Code Files

To inquire into or update a Code File:

1) From the Civil Subsystem Menu, enter a **3** in the *Option* field

2) Press **ENTER**

```
SUNNY SPRINGS          State Court Administrative Office

                           Civil Subsystem


        Select one of the following:

                          1. Civil Online
                          2. Reports
                          3. Code Files Update
                          4. Code Files Print
                          5. Calendar
                          6. Report Generator




            Option: 3




 F24-Previous Menu
```

The Code File Inquiry and Update screen will be displayed. You may choose which code file you want to update from this screen: Attorney, Code, or Holiday.

```
SUNNY SPRINGS          State Court Administrative Office      1/23/04   07:37:39

                       Codes File Inquiry & Update

                Mark with an 'X' the file to Inquire or Update

                          X Attorney File

                          _ Code File

                          _ Holiday File








 F24-Previous Menu
```

Attorney (Professional) File

This file stores information such as address, phone number, email address, fax number and name of firm for attorneys. You can also store information for other professionals, such as magistrates or probations officers.

You can view, add, change or delete any record from the Attorney File.

To access the Attorney File, place an **X** in the *Attorney File* field on the Code File Inquiry and Update screen.

When the Attorney (Professional) File is first displayed, the records are listed in bar number order. You can display records in numeric order (by bar number) or alphabetic order (by last name). Press **F7-Alt Seq** to toggle between numeric and alphabetic listings.

Attorney file listed numerically

```
          Professionals Selection by Bar#
Position to: 26701
1=Select   2=Change   4=Delete      ...play
Opt  Bar# Name
  _   26701 WHITE,G. MICHAEL,    To inquire by bar
  _   26702 WITTBRODT,ANTHONY     number: Type
  _   26703 LADUKE,NANCIE WRI     bar number in
  _   26704 WUERKER,JACK L.,      Position to: field
  _   26705 BAILEY,WENDELL E.     and press ENTER.
  _   26706 ANDERSON,ELLEN D.     Results will be in
  _   26707 BOWMAN,ROYCE V.,JI    numeric order.

                                          .re..
F3=Exit   F6=Add   F7=Alt Seq    Roll/Page
```

Attorney file listed alphabetically

```
          Professionals Selection by Name
Position to: WILSON
1=Select   2=Change   4=Delete   5=Display
Opt  Bar# Name
  _   26701 WHITE,G. MICHAEL,
  _   27817 WHITE,GARY P.,        To inquire by
  _   22246 WHITE,GERALD DAVID,   name: Enter last
  _   22247 WHITE,GERALD E.,      name in the
  _   22248 WHITE,GERALD G.,      Position to: field
  _   22777 WHITE,GERALD L.,      and press ENTER.
  _   53520 WHITE,GLENN R.,       Results will be in
                                  alphabetic order.
F3=Exit   F6=Add   F7=Alt Seq    Roll  age
```

Attorney File Options		
Option	**When to Use**	**Result**
1=Select	Use this option if you used **F4-Prompt** from the Case Entry screen (CAS) or Actions Update screen (ACT)	Bar number will be inserted in the field you prompted from.
2=Change	Use to change any existing information, i.e. address, telephone number, etc.	Information will be changed on all existing cases. In addition, the date of the change and the user id of the person who made the change will be displayed.
4=Delete	You should NEVER delete a record from the attorney file unless you added one with an incorrect bar number and no cases were ever entered using that bar number.	The attorney file is shared by Circuit, Probate and District Court when they all use the same AS/400. Deleting a record will delete information from all cases that have used that bar #.
5=Display	Display the name, address and phone number for the attorney.	This is display only. You may not make any changes to the record using this option.

✅ Adding a Record to the Attorney File

There may be times when you need to add a record to the Attorney File, especially in the case of an attorney who has a recent bar number.

To add a record:

1) Press **F6-Add** from the Professionals Selection screen

```
        Professionals Selection by Bar#
    Position to: _____
    1=Select  2=Change  4=Delete  5=Display
    Opt  Bar# Name
     _   36969 WOLFE,SHERRIE A.,
     _   36970 ZEMAN,THERESA A.,
     _   36971 STRATTON,KATHLEEN M.,
     _   36972 AMTS
     _   36973 BEI    Press F6-Add from any
     _   36974 BRA  Professional Selection screen
     _   36975 CLI       to add new record

                                          More..
    F3=Exit    F6=Add   F7=Alt Seq   Roll/Page
```

You will see a screen with blank fields.

```
   ADD          Professional Details

   Bar No.:      _____        Type: _
   Last Name:  _____
   First & MI: _____  Name Sfx: ___

   Address:     _____
                _____
                _____ __ _____
   Firm: _____
   Telephone:  ___ ___ ____     Ext. ____
   FAX:        ___ ___ ____
   E-Mail:      _____
   Mail Code:   _____
   Last Chgd:           Chg by:

   HELP        F3=Exit       Enter=Update
```

2) Type the information in the fields, using the Field Description chart found on the following page

3) Press **ENTER**

Field Descriptions for Attorney File	
Field Name	**Description**
Bar No.	The five-digit bar number of the attorney. Do not enter the "P". When you create records for other professionals, it is recommended that you use four digits.
Type	**J** = Judge **M** = Magistrate **P** = Probation Officer **Blank** = Attorney
Last Name	The last name of the attorney or professional.
First & MI	The first name and middle initial: e.g. George W.
Name Sfx	The name suffix, e.g. Jr., Sr., III, IV, etc.
Address	The first two lines are for the street address. The third line is for city, state and zip.
Firm	The name of the firm. This is display only and will not print.
Telephone/Ext.	The telephone number (area code first) and extension, if any.
Fax	The fax number. This is display only and will not print.
E-Mail	The e-mail address. This is display only and will not print.
Mail Code	A five-character, court defined code for display only.
Last Chgd/Chg By	These fields are display only. The system will calculate the date the last change was made to this record and the user ID of the person who made the change. If the last update was made by the State Bar of Michigan, the word STATE-BAR will appear in the *Chg by* field.

Attorney File Updates from State Bar

Updates from the State Bar are included with each JIS software release. JIS will compare the changed date given to State Bar with the date in the *Last Chdg:* field. If the State Bar's change is dated prior to the *Last Chdg:* date, JIS will not change the attorney information. If the State Bar's change occurred after the *Last Chdg:* date, the information from the State Bar will be used to update the record.

☑️ Maintaining the Professional File

Many courts add probation officers, non-attorney magistrates and other professionals to the Attorney File for scheduling, calendar and report purposes.

Attorney records and Professional records are stored in the same file.

Follow the same steps outlined in the Attorney File instructions to maintain the Professional File.

⚡ To avoid problems using numbers for professionals that will be used at some point in time for attorneys, it is recommended that you use four-digit numbers for professionals.

Code File

This file stores all of the codes that are used for updating the Civil module.

You have access to update or add modifiers; there are other codes which are reserved for use by JIS.

To access the Code File, place an **X** in the *Code File* field on the Codes File Inquiry and Update screen.

```
SUNNY SPRINGS         State Court Administrative Office    1/23/04  07:37:39
                          Codes File Inquiry & Update
                  Mark with an 'X' the file to Inquire or Update

                              _ Attorney File

                              X Code File

                              _ Holiday File
```

You will see this screen:

```
                                                           1/23/04  07:39:1
                          Modifier Inquiry and Update

    Code: __


    Short Description:

    _____


    Long Description:

    _____




    F1-Clear Screen
    F23-Delete  F24-Previous Menu  Page/Roll  Help
```

☑️ Viewing a Modifier in the Code File

When the Modifier Inquiry and Update screen is first displayed, all fields will be blank.

To access a specific modifier:

1) Type the code in the *Code* field

2) Press **ENTER**

```
                                                    1/23/04
                     Modifier Inquiry and Update

  Code: 52


  Short Description:

  SET ASID DIS


  Long Description:

  TO SET ASIDE DISMISSAL




   F1-Clear Screen
   F23-Delete  F24-Previous Menu  Page/Roll  Help
```

You may use the Page/Roll keys to move forward/backward through the file.

☑ Modifying a Code in the Code File

The fields you might modify would the be the short and long descriptions. Changing the descriptions in the Code File will change the information on all cases where that code is used.

To modify a record:

1) Display the Code that you want to change

2) Type over the information you want to change

3) Press **ENTER**

☑ Adding a New Modifier in the Code File

To add a new modifier:

1) Start with a blank Modifier Inquiry and Update screen

2) Enter the 2-character alpha-numeric code you wish to create, and the short and long description

3) Press **ENTER**

A message will display at the bottom of the screen: *CODE HAS BEEN ADDED*

In some instances it looks better on the ROA when the modifier is in parenthesis. The ROA is using the *Long Description* field. If you create a code, for example, OT for over $10,000, you may want the *Long Description* to be (OVER $10,000). When OT is used as a modifier with Summons and Complaint Filed, e.g. SCFOT, the ROA would read: SUMMONS AND COMPLAINT (OVER $10,000) FILED.

> Some codes are protected for use by JIS only. These include modifiers that contain X, Y, or Z, and those generated by the system or used for caseload purposes: 02, 07, 12, 14, 19, 20, 25, 31, 32, 34, 38, 39, 40, 47, 51, 56, 60, 61, 62, 63, 64, 65, 66, 67, 69, 74, 75, 76, 77, 78, 93, and 96.
> See Appendix C for modifier descriptions.

Holiday File

This file is shared by the Traffic/Criminal, Probation and Civil modules, so updates are only required in one module. The Holiday File is used to designate court hours, weekend schedules, court holidays, and to block off time for individual judges, magistrates and probation officers.

Each court may change the default setting and specify the hours they want the system to use for editing all forms and update screens for data errors. Court holidays should be updated on a yearly basis. It is recommended that the Holiday File is updated prior to any scheduling of court cases into a new year.

To access the Holiday File, place an **X** in the *Holiday File* field on the Codes File Inquiry and Update screen.

Court Schedule Inquiry & Update screen (Holiday File)

Press **ENTER** from this screen to get the Days/Times Blocked Off screen, which is displayed on the following page.

☑ Days/Times Blocked Off Screen

This screen is used to designate court holidays and to block off times for individual judges, magistrates and probation officers.

This screen can also be accessed from using **F-11 Block Hrs/Date** from the Month at a Glance calendar.

```
 2  SUNNY SPRINGS          Days/Times Blocked Off        Position to Date: _____
                         FOR COURT & ALL BAR NUMBERS
                                                           Bar No. View: _____
 D=Del                   Block Off (OR) ---Partial Day---
Opt  Bar No.   Date      All Day        From Time To Time   Description      Clrk
     12345    110303         X          ____ _   ____ _     CHRISTMAS        KJS
              111103         X          ____ _   ____ _     VETERANS DAY     LT
              112703         X          ____ _   ____ _     THANKSGIVING     LT
     00511    112803         X          ____ _   ____ _     DAY AFTER THANKS KJS
              122503         X          ____ _   ____ _     CHRISTMAS        LT
              21604          X          ____ _   ____ _     PRESIDENTS DAY   KJS
  _  12345    21604          X          ____ _   ____ _     BUDGET MEETING   KJS
  _  12345    22004          _          300  P   500  P     BUDGET MEETING   KJS
  _           53104          X          ____ _   ____ _     MEMORIAL DAY     KJS
  _           70504          X          ____ _   ____ _     INDEPENDENCE DAY KJS
  _           90604          X          ____ _   ____ _     LABOR DAY        KJS
  _           112504         X          ____ _   ____ _     THANKSGIVING DAY KJS
  _           112604         X          ____ _   ____ _     DAY AFTER THANKS KJS
  _           122304         X          ____ _   ____ _     CHRISTMAS HOLIDAY KJS
  _           122404         X          ____ _   ____ _     CHRISTMAS HOLIDAY KJS
     _____   _____         _          ____ _   ____ _     _____

NXT ___  CASE _____  PTY ___  GAR# __ NAME _____
 F1-Clear  F2-Date  F4-Prompt  F7-Court Records  F24-Prev Menu  Page/Roll  Help
```

The court is open, but Judge Crocket has a budget meeting from 3:00-5:00.

When the whole court is closed, the Bar No. field is left blank.

Press F2 to move cursor to the *Position to Date* field at top of screen.

Press F7 to toggle between two views: 1) Court and ALL bar #s and 2) Court and one specific bar #

See following page for Field Descriptions used on this screen.

Field Descriptions for Days/Times Blocked Off screen	
Field Name	**Description/Format**
Court Location	The number in the upper left hand corner is determined when you sign on to the system. Courts with more than one location can access calendars in each location by changing the court location number.
Position to Date	If a date is entered into this field and **ENTER** is pressed, the first page that contains that date will be displayed. Valid for today's date or a future date.
Bar No. View	When this field is left blank, only the court holidays will be displayed. When this field contains a bar number, all days (full and partial) for that bar number will be displayed together with all court holidays.
Opt	Enter a **D** to delete an entry.
Bar No.	The bar number of the judge or magistrate, or the assigned number for the probation officer. The days and times blocked off apply to the entire court when no bar number is entered.
Date	Enter the date that the day or partial day needs to be blocked off. (Example: **011904**)
All Day	Mark with an **X** when the entire day should be blocked off.
From Time To Time	Enter the beginning and ending times, including A for AM or P for PM. (Example: **0100P 0500P**). Entry is not valid if there is an **X** in the *All Day* field.
Description	A brief description of the holiday or reason for blocking off the day or times. This description appears on the Week at a Glance calendar and the Holiday File when it is printed. If the description field is left blank when adding or changing a record, the description immediately above it will be copied to that line.
Clrk	The system adds the initials of the person who added or changed the record. The initials cannot be changed.

Printing Code Files

To print any Code File:

    1) From the Civil Subsystem Menu, select *Option* **4**

    2) Press **ENTER**

```
 SUNNY SPRINGS        State Court Administrative Office

                         Civil Subsystem


       Select one of the following:

                        1. Civil Online
                        2. Reports
                        3. Code Files Update
                        4. Code Files Print
                        5. Calendar
                        6. Report Generator




       Option: 4




     F24-Previous Menu
```

You will see this screen:

```
 SUNNY SPRINGS      State Court Administrative Office    2/03/04  08:19:24

                       Codes File Print

           Mark with an 'X' the file to Print

           _ Attorney File

           _ Code File

           _ Holiday File   (A=All, C=Court Only, P=Court and Bar No.)
                            Include Prior Records? N    Bar No. _____
                                                         (or ALL)






    F24-Previous Menu    F4-Prompt Bar No.
```

Print Options for Code Files	
Code File	**Print Options/Descriptions**
Attorney File	**X** - print the Attorney File sorted in numeric order (by bar number).
Code File	**X -** print the Civil code file
Holiday File	**A** - print complete Holiday File, including Days/Times Blocked Off calendar for the court and all individuals. **C** - print only the Days/Times Blocked Off calendar for the court only. **P** - print the Days/Times Blocked Off calendar for the court and one bar number. You must put either a bar number, hotkey or the word **ALL** in the *Bar No.* field. If you enter **ALL**, a separate list for each bar number and the court will be printed. You may press **F4-Prompt** on the *Bar No.* field to access the Attorney File. *Include Prior Records?* - You have the option of including records for three months prior to the current date. This will default to **N** for no, but may be changed to **Y** for yes.

> Caution!   The Attorney File contains over 1000 pages. Most likely, it is not a file you will want to print.

The Attorney File and Code File print on *STD (14 x 11) paper. The Holiday File prints on 8x11 paper.

This space is reserved for your notes.

Printing

In this chapter you learn how to work with the IBM AS/400 Output Queue, printing options, submitted jobs, and printer messages.

Accessing Print Options

There are three ways to access printing options:

- From the **District Selection and Operator Menu** (below)

- Using the Attention/Esc key on your keyboard

- Pressing **F13-Outq** from any form screen (*Option* **9** not included)

```
SUNNY SPRINGS        District Selection and Operator Menu        2003/2 DCS
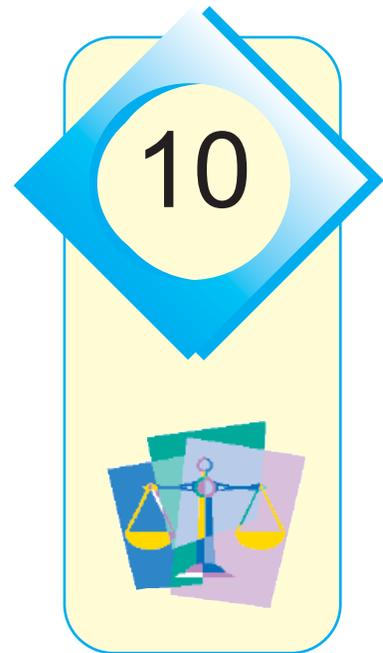

        1. District Selection Menu


        Printer Writer/Output Queue: PRT14

        3. Start Printer Writer
        4. Work with Printer Writer
        5. Work with Output Queue

        6. Display Messages
        7. Work with Submitted Jobs
        8. Work with All Spooled Files

        9. Reports Archives

        __   Enter Option



    F24-Sign Off System
```

Your default printer name is displayed here. You may redirect your output to any printer by typing over the default printer name and pressing ENTER.

Printing options 3-9 are discussed in this chapter.

District Selection & Operator Menu Options		
Option #	**Option Name**	**Description**
1	**District Selection Menu**	Use this option to proceed to the District Court System software menu.
	Printer Writer/Output Queue	This field displays the user's default printer name. It may be changed to direct the output to any printer.
3	**Start Printer Writer**	Use this option when your printer has been turned off or there has been a power loss. After typing **3** and pressing **ENTER**, the 3 will disappear and the printer should be restarted.
4	**Work with Printer Writer**	If *Option* **3** does not restart the printer, use this option to retrieve a hidden printer message.
5	**Work with Output Queue**	Use this option to work with your print jobs, e.g. print, hold, delete or display a file.
6	**Display Messages**	Use this option to display your terminal and/or user messages on a daily basis. A message indicator will appear at the bottom of your screen if your terminal has a message.
7	**Work with Submitted Jobs**	Use to check on the status of a batch report requested from your terminal.
8	**Work with all Spooled Files**	Use to check on the status of other batch reports you requested.
9	**Report Archives**	Retrieve batch reports or notices that have been deleted. Reports remain in Archives until the next time that specific report/notice is produced in a batch report cycle.

As a user you can release print files to the printer, answer printer messages, display files before or instead of printing, put files on hold, send files to a different printer, and specify which pages of a file to print.

To work with print files, type a **5** in the *Enter Option* field and press **ENTER**.

✔️ Working with the Output Queue

Displayed below is an example of the Work with Output Queue screen.

```
                        Work with Output Queue

Queue:    PRT14           Library:    QUSRSYS        Status:    RLS/WTR

Type options, press Enter.
  1=Send    2=Change    3=Hold    4=Delete    5=Display    6=Release    7=Messages
  8=           Enter option # in the Opt k with printing status
                        field.
Opt                              User Data    Sts    Pages    Copies   Form Type    Pty
  _   CIVLABELS    KAREN         CIVLABELS    MSGW    10       1        LABELS       5
  _   CIVATYIDX    KAREN         CIVPDX       HLD     1        1        *STD         5
  _   DISPOSED     KAREN         D3001C       HLD     2        1        *STD         5
  _   M0060696     KAREN         CIVNTA       HLD     1        1        8X11         5
  _   M2190903     KAREN         TCRJGS       HLD     1        1        *STD         5
  _   SOSERR       BRENDA        ABSPRT       SAV     1        1        *STD         5

               This is known as the "command line". Examples of
               how to use this line will be given in this chapter.
                                                                        Bottom
Parameters for options 1, 2, 3 or command
===>  _____
F3=Exit    F11=View 2    F12=Cancel    F20=Writers    F22=Printers
F24=More keys
```

Options Column (Opt*)	
Option #	**Description**
2	Change printers or select specific pages to print.
3	Put a print file on hold.
4	Delete a print file.
5	Display/view the print file on the screen.
6	Release a held print file to the printer.
7	Answer printer messages.

Note: Options 1, 8 and 9 will not be covered in this manual.

```
                        Work with Output Queue

Queue:     PRT14          Library:    QUSRSYS          Status:     RLS/WTR

Type options,    [File, User, User Data and Form
   1=Send    2=[Type columns identify your print job.]   lag   6=Release    7=Messages
   8=Attributes        9=Work with printing status

Opt   File         User         User Data    Sts    Pages    Copies   Form Type    Pty
  _   CIVLABELS    KAREN        CIVLABELS    MSGW      10        1     LABELS        5
  _   CIVATYIDX    KAREN        CIVPDX       HLD        1        1     *STD          5
  _   DISPOSED     KAREN        D3001C       HLD        2        1     *STD          5
  _   M0060696     KAREN        CIVNTA       HLD        1        1     8X11          5
  _   M2190903     KAREN        TCRJGS       HLD        1        1     *STD          5
  _   SOSERR       BRENDA       ABSPRT       SAV        1        1     *STD          5

                              [The Sts column displays the
                               printing status of the file.]

                                                                       Bottom
Parameters for options 1, 2, 3 or command
===> _____
F3=Exit    F11=View 2    F12=Cancel    F20=Writers    F22=Printers
F24=More keys
```

Status Column (Sts)	
Status	**Description**
MSGW	No file will print until the message is answered (7-Messages) or the file is put on hold (3-Hold).
RDY	The file is ready to print after the current file is finished, or once your printer is made operational.
HLD	The file is on hold.
SAV	The file has printed once and is saved. You may delete it or reprint it.
PND	The status is pending while the form image and data are merging. This will only appear on AFP/HPT printers.
WTR	The file is in the process of printing.
*CHG	The spooled file attributes have changed in some way.
Form Type	
*STD	Formatted to print on 11 x 14 (green bar) paper or landscaped on a laser printer.
8x11	Formatted to print on 8.5 x 11 paper.
Various	Brief description of the form type, e.g. postcard notices, pre-printed forms, labels, mailers, etc.

You will not be using all of the available function keys listed at the bottom of the screen. The function keys used most often are noted in the chart below.

Function Keys	
F3-Exit	Returns you to a previous screen. Unlike the JIS software screens, in the output queue **F24** does **not** take you to the previous menu.
F5-Refresh	This function key is not displayed at the bottom of the first view of the *Work with Output Queue* screen. **F5** is used to update (refresh) the screen after you have printed, deleted, answered a message, etc. Use it every time you work with print files.
F9-Retrieve	Shows the last command(s) you typed on the command line, along with any parameters you included. By pressing this key once, you will retrieve the last command you entered. By pressing this key twice, you will receive the next to last command that you entered, and so on.
F11-View 2	Switches to a second view of the screen that displays the date and time of the creation of the spooled file.
F12-Cancel	Cancel the request and return to the previous menu or display.
F17-Top	Press this key (or Shift+F5) to quickly move to the top of the output queue.
F18-Bottom	Press this key (or Shift+F6) to quickly move to the bottom of the output queue.

Loading Paper (Most Dot Matrix Printers)

- Unload paper or form by pressing the **LOAD/UNLOAD** key.
- Remove the paper/form and place new paper/form in printer; press the **START/STOP** (green) button. Both the **Ready** and **Power** lights should be solid green.
- Set the forms thickness lever according to the forms used.

Adjusting Printer Settings (IBM 4226 and 4227 Dot Matrix Printers)

- If the form type is *STD (11x14) and you want to reduce the print to fit on 8x11 paper, press the **FONT** button until the word **DRAFT** with a *lock* symbol appears. All settings are stored first individually without a lock symbol, so continue to press **FONT** until it appears in a lock mode.
- Press the **PITCH** button until **17.1 CPI** with a *lock* symbol appears.
- Once the report is printed, change the FONT and PITCH back to the original settings (Courier 10 CPI with a lock symbol, for example).

Printing from the Output Queue - Laser Printer

1. Exit to the menu entitled "**District Selection and Operator Menu**". Verify/change the Writer/Output Queue to the name of the queue containing the forms or reports you wish to print.

2. Type a **5** in the *Enter Option* field to Work with Output Queue; press **ENTER**.

3. If held, type a **6** (release) in front of the report/forms you want to print; press **ENTER**. You may release more than one file at a time.

4. Press **F5** to refresh the screen. This moves the released reports/forms to the top of the list. It may be necessary for you to press **F17** (Shift+F5) to get to the top of the list.

5. If **MSGW** appears in the **Sts** column, type a **7** in front of the first report to display the message; press **ENTER**.

6. If the message is **"Load form type..."**, answer the load paper message by typing the letter **"i"** (ignore) on the Reply line; press **ENTER**.

7. Press **ENTER** or **F3** to return to the output queue.

8. Press **F5** to refresh the screen. Go back to #3 above to print the remaining reports.

9. Once a report is printed it will be in a **SAV** (saved) status. You should then delete it from the output queue. To delete a report, type a **4** in front of the report(s) you want to delete; press **ENTER**. Press **ENTER** again to confirm the delete or **F12** to cancel the request.

Printing from the Output Queue - Dot Matrix Printer

1.   Exit to the menu entitled "**District Selection and Operator Menu**". Verify/change the Writer/Output Queue to the name of the queue containing the forms or reports you wish to print.

2.   Type a **5** in the *Enter Option* field to Work with Output Queue; press **ENTER**.

3.   If held, type a **6** (release) in front of the report/forms you want to print; press **ENTER**. You may release more than one file at a time.

4.   Press **F5** to refresh the screen. This moves the released reports/forms to the top of the list. It may be necessary for you to press **F17** (Shift+F5) to get to the top of the list.

5.   If **MSGW** appears in the **Sts** column, type a **7** in front of the first report to display the message; press **ENTER**.

6.   If the message is **"Load form type..."**, load the correct form and type a **"g"** (go) and press **ENTER**. Press **ENTER** again to continue.

      There will be another message waiting. Typing a **7** (messages) in front of the report and press **ENTER**.

      If the message is **"Verify alignment..."**, verify that the form is lined up correctly and type an **"i"** (ignore) to continue printing; press **ENTER**. Press **ENTER** again to continue.

7.   Press **F5** to refresh the screen. Go back to #3 above to print the remaining reports.

8.   Once a report is printed it will be in a **SAV** (saved) status. You should then delete it from the output queue. To delete a report, type a **4** in front of the report(s) you want to delete; press **ENTER**. Press **ENTER** again to confirm the delete or **F12** to cancel the request.

Printing Specified Pages of a Report

1. Determine what pages you need to print. See <u>Working with 5-Display</u> on page 10-10.

2. Type a **2** (change) in front of the report you wish to print; press **ENTER**.

3. Press **F10** (additional parameters).

4. **Page Down** (or Shift/Roll). At the top of the screen you should see the following:

```
                    Change Spooled File Attributes (CHGSPLFA)

Type choices, press Enter.

Page range to print:
  Starting page  . . . . . . . .   1           Number, *SAME, *ENDPAGE
  Ending page  . . . . . . . . .   *END        Number, *SAME, *END
```

Change the starting and/or ending page number; press **ENTER**.

```
Page range to print:
  Starting page  . . . . . . . .   15
  Ending page  . . . . . . . . .   23
```

5. Release to the printer by typing a **6** in front of the report; press **ENTER**.

6. Press **F5** (refresh). Answer messages by typing a **7** (messages) in front of the file; press **ENTER**.

   Reply to messages: Use **"g"** if message is "Load form type..." and paper/form is loaded; use **"i"** if message is "Verify alignment..." and form is lined up correctly; press **ENTER**.

Moving Files from One Printer to Another

1.   Type a **2** (change) in the *Opt* field in front of the file(s) you want to move.

2.   On a command line type: <u>outq(prtxx)</u> substituting <u>prtxx</u> with your target printer name. In the example below, it is being changed to prt04.

```
                          Work with Output Queue

       Queue:    PRT14          Library:    QUSRSYS         Status:    RLS

       Type options, press Enter.
         1=Send     2=Change    3=Hold    4=Delete    5=Display    6=Release    7=Messages
         8=Attributes          9=Work with printing status

       Opt  File        User        User Data   Sts   Pages   Copies  Form Type   Pty
         _   CIVLABELS   KAREN       CIVLABELS   RDY     10       1    LABELS       5
         _   CIVATYIDX   KAREN       CIVPDX      HLD      1       1    *STD         5
         _   DISPOSED    KAREN       D3001C      HLD      2       1    *STD         5
         _   M0060696    KAREN       CIVNTA      HLD      1       1    8X11         5
         2   M2190903    KAREN       TCRJGS      HLD      1       1    *STD         5
         _   SOSERR      BRENDA      ABSPRT      SAV      1       1    *STD         5


                                                                 Bottom
       Parameters for options 1, 2, 3 or command
       ===> outq(prt04)
       F3=Exit    F11=View 2    F12=Cancel    F20=Writers    F22=Printers
       F24=More keys
```

3.   Press **ENTER**.

```
         _   CIVATYIDX   KAREN       CIVPDX      HLD      1       1    *STD         5
         _   DISPOSED    KAREN       D3001C      HLD      2       1    *STD         5
         _   M0060696    KAREN       CIVNTA      HLD      1       1    8X11         5
         _   M2190903    KAREN       TCRJGS     *CHG      1       1    *STD         5
         _   SOSERR      BRENDA      ABSPRT      SAV      1       1    *STD         5

              The status changes from HLD
                     to *CHG.
                                                                 Bottom
       Parameters for options 1, 2, 3 or command
       ===>
       F3=Exit    F11=View 2    F12=Cancel    F20=Writers    F22=Printers
       F24=More keys
```

4.   Release the file to the new output queue by typing a **6** (release) in the *Opt* field.

*Note: If you press **F5** (refresh) before entering a 6 to release, the file will be changed to your target printer. To work with the file at that point press **F3-Exit**, change your Printer Writer/Output Queue to your target printer name, press **ENTER**. Then choose Option **5** to Work with Output Queue and release the file from that output queue.*

Working with 5-Display

Use **5-Display** to view a spooled file. Here are a few great timesaving features:

```
                                          Display Spooled File
File  . . . . . :   CIVALPHIDX
Control . . . . .     B           Type option in Control field and press ENTER.
Find  . . . . . .                 Common options are:
*...+....1....+....2....+....3....  B - go to the bottom (last page) of the report.    ...+...
RUN DATE: 02/18/04                T - go to the top (first page) of the report.
                                  P6 - go to page 6 (or the page you indicate).

                 PARTY
  CASE NO.  TYPE  NO.        NAME              OPPOSING PARTY            JUDGE
00-500      GC   D01 AAA OF MICHIGAN//      AGRAWAL/JOSEPH/WILLIAM     CROCKETT,GE
00A40-SC    SC   P01 ABERHAM/MINNIE/        LENAHAN/LINDA/             PROBATION,D
01A40-SC    GC   P01 ABERHAM/MINNIE/        LENAHAN/LINDA/             CROCKETT,GE
03-0007     SC   P01 ABRILE/ROBERT/         OSTERLAND/MAIRE/           CROCKETT,GE
00-1001GC   GC   P01 ACCOUNTANTS UNITED//   SILVERSTONE/JAMES/         CROCKETT,GE
00-1002GC   GC   P01 ACCOUNTANTS UNITED//   DR BRUCE SMOLLER//         SERVAAS,STE
98-1111     GC   D01 ACORN/WILLIAM/CHARLES  SCHMIDT/DANIEL/            CROCKETT,GE
02-1108A    GC   P01 ADAMS/CHRISTOPHER/JOSEPH II PARKS/LAWRENCE/REGINALD CROCKETT,GE
02-1108B    GC   P01 ADAMS/CHRISTOPHER/JOSEPH II OMNI/GEORGE/          CROCKETT,GE
98-8102     GC   D01 ADAMS/HAROLD/JAMES     OSTERLAND/BEVERLY/         CROCKETT,
```

```
                                          Display Spooled File
File  . . . . . . :   CIVALPHIDX
Control . . . . .     _____
Find  . . . . . .     ROCK/ALLEN
*...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....8....+...
98-08132    GC   P01 ANDERSON/BETHANY/P     SOVA/JEREMY/L              CROCKETT,GE
98-08133    GC   P01 ANDERSON/BETHANY/P     ROCK/ALLEN/P               CROCKETT,GE
98-08134    GC   P01 ANDERSON/BETHANY/P     JAWORSKI/CHRISTINE/        CROCKETT,GE
98-08135    GC   P01 ANDERSON/BETHANY/P     LIEBETREU/JEAN/E           CROCKETT,GE
98-08136                                    USAN/MARIE                 CROCKETT,GE
98-08137     Search within spooled file. Type what you are  )/RONALD/P  CROCKETT,GE
98-081378    looking for in the Find field and press F16.   )NALD/ALLEN JR CROCKETT,GE
98-081379    Press F16 again to find the next occurrence.   BELINDA/   CROCKETT,GE
98-081380    Upper/lower case?  Use the format that is in    JANINE/   CROCKETT,GE
98-081381    the report to find an exact match.             NARD/RICHARD CROCKETT,GE
98-081382                                                   /BETHANY/  CROCKETT,GE
98-081383   SC   P01 ANDERSON/BETHANY/P     PRATT/JEROME/              CROCKETT,GE
99-4432     GC   D01 ANDERSON/JAMES/        JONES/BETTY/               CROCKETT,GE
00-0901     GC   P01 ANDERSON/JEFFERSON/    EASTFORDS/MILFORD/         CROCKETT,GE
99-0001     GC   P01 ANDERSON/JEFFERSON/    EASTFORDS/MILFORD/         CROCKETT,GE
03-0912     GC   D02 ANDERSON/JULIA/        JOHNSON/PEARL/             CROCKETT,GE
03-0012B    GC   D01 ANDERSON/LOUISE/       POTTER FLOWERS//           CROCKETT,GE
                                                           99-2 DISTRICT COURT
             If not found, message will be "String not found".  27777 FRANKLIN ROAD-SUITE 1300


F3=Exit   F12=Cancel   F19=Left   F20=Right   F24=More keys
String found in position 50.
```

```
    Display Spooled File
                                                Page/Line    1/45
                                                Columns      1 - 130

...5....+....6....+....7....+....8....+....9....+
    SOVA/JEREMY/L              CROCKETT,GEO 08/12
    ROCK/ALLEN/P              CROCKETT,GEO 08/12   Upper right corner of screen indicates
    JAWORSKI/CHRISTINE/       CROCKETT,GEO 08/12   which page and line number you are
    LIEBETREU/JEAN/E          CROCKETT,GEO 08/12   viewing.
    BROWN/SUSAN/MARIE         CROCKETT,GEO 08/12
    RICHMOND/RONALD/P         CROCKETT,GEO 08/12/98              11/02/99        TRC
    SMITH/DONALD/ALLEN JR     CROCKETT,GEO 08/12/98              08/12/98        SCF
    WATSON/BELINDA/           CROCKETT,GEO 08/12/98              11/02/99        HRC70
    BEECKE/JANINE/            CROCKETT,GEO 08/12/98              08/12/98        SCF
    ASA/LEONARD/RICHARD       CROCKETT,GEO 08/12/98              08/12/98        SCF
    YOACHUM/BETHANY/          CROCKETT,GEO 08/12/98              08/12/98        ALF
    PRATT/JEROME/             CROCKETT,GEO 08/12/98              08/12/98        ALF
    JONES/BETTY/              CROCKETT,GEO 07/01/99 09/06/00     09/06/00        DSE20
    EASTFORDS/MILFORD/        CROCKETT,GEO 06/12/00              06/19/00        MOC
    EASTFORDS/MILFORD/        CROCKETT,GEO 01/04/99              12/04/01        ACFZZ
    JOHNSON/PEARL/            CROCKETT,GEO 10/01/03 01/22/04     01/22/04        JGE66
```

Function Keys	
Key	**Description**
F3-Exit	Return to previous screen.
F19-Left	Allows you to see the information to the left of the current display.
F20-Right	Allows you to see the information to the right of the current display.

If Printer Will Not Print!

1.   At the **District Selection and Operator Menu** type a **5** to Display Output Queue. Check the *Sts* column to see if there is a message waiting.

2.   Verify that the printer is ready (both lights solid green); check for error messages on printer.

3.   At the **District Selection and Operator Menu** type a **3** and press **ENTER** to start the writer. Type a **5** to display output queue and try again.

4.   Make sure the status in the upper right corner of the screen is not HLD. It should be **RLS/WTR**. If it is HLD, go to the command line at the bottom of the screen and type: **RLSOUTQ PRTxx** (where PRTxx is the name of the Writer/Output Queue); press **ENTER**.

5.   If the printer is still not working, contact your **IS Department** or call **JIS Operations Department** at **1-800-572-1116** for additional help.

☑️ Working with Submitted Jobs

To check on the status of a batch report, e.g. Date Generated Notices, reports, labels, etc., go to the **District Selection and Operator Menu** of the terminal or PC where the job was requested. Select **7-Work with Submitted Jobs**; press **ENTER**.

```
SUNNY SPRINGS          District Selection and Operator Menu          2003/2 DCS


         1. District Selection Menu


         Printer Writer/Output Queue: PRT00

         3. Start Printer Writer
         4. Work with Printer Writer
         5. Work with Output Queue


         6. Display Messages
         7. Work with Submitted Jobs
         8. Work with All Spooled Files

         9. Reports Archives

         7   Enter Option



  F24-Sign Off System
```

The following screen will be displayed. No data entry is required on this screen.

```
                    Work with Submitted Jobs (WRKSBMJOB)

    Type choices, press Enter.

    Jobs submitted from  . . . . . .    *USER        *USER, *WRKSTN, *JOB
    Output . . . . . . . . . . . . .    *            *, *PRINT











                                                                   Bottom
    F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
    F24=More keys
```

Press **ENTER** to continue to the Work with Submitted Jobs screen.

```
                        Work with Submitted Jobs                  OSMSOUTH
                                                       02/19/04   13:59:40
Submitted from . . . . . . . . :     *USER

Type options, press Enter.
  2=Change    3=Hold    4=End    5=Work with    6=Release    7=Display message
  8=Work with spooled files


Opt   Job          User       Type      -----Status-----   Function
  _   CIVGEN       KAREN      BATCH     OUTQ
  _   CIVAPPEAL    KAREN      BATCH     OUTQ
  _   CIVATYINX    KAREN      BATCH     OUTQ
  _   DISPED       KAREN      BATCH     OUTQ
  _   CIVLBL       KAREN      BATCH     OUTQ
  _   CIVAPHINX    KAREN      BATCH     OUTQ
  _   CIVDGN       KAREN      BATCH     OUTQ
  _   TCRDGN       KAREN      BATCH     ACTIVE              PGM-TCRDGN
                                                                    More...
Parameters or command
===>
F3=Exit        F4=Prompt     F5=Refresh    F9=Retrieve    F11=Display schedule data
F12=Cancel     F17=Top       F18=Bottom
```

Check the *Status* column to determine the status of the job/report.

Job Status	
Status	**Description**
OUTQ	The job is finished running and is waiting in an output queue to be printed. You may select **8-Work with Spooled Files**. The file or report can then be released to the printer.
JOBQ	The job has not started running yet. Another job is ahead of this one. Most jobs run in order of request, not simultaneously.
ACTIVE	The report is running now but has not finished. Press **F5** to refresh your screen or wait for the message indicator to tell you that the job has finished.
MSGW	There is a problem with the job. Call your Data Processing Department or JIS for assistance.
EOJ	The job is just finishing.

☑️Using the Attention/Escape Key - Operational Assistant

On a dummy terminal the Setup/Attn key is in the upper left-hand corner of the keyboard. On a PC, the Esc (escape) key is located in the same position and possesses the same functionality.

After pressing the Setup/Attn (Esc) key, the AS/400 Operational Assistant (TM) Menu will appear. This menu simplifies some tasks such as working with printer output, submitted jobs, terminal messages and changing your password. The biggest advantage is that you may press this key wherever you are on the system without backing out to the District Selection and Operator Menu.

Note: These options may not be available if the court is using Office Vision or if it has been intentionally disabled by your systems administrator or court administrator.

```
ASSIST                 OS/400 Operational Assistant (TM) Menu
                                                    System:   OSMSOUTH
To select one of the following, type its number below and press Enter:

     1. Work with printer output
     2. Work with jobs
     3. Work with messages
     4. Send messages
     5. Change your password

    10. Manage your system, users, and devices
    11. Customize your system, users, and devices

    75. Information and problem handling

    80. Temporary sign-off



Type a menu option below
     __

F1=Help   F3=Exit   F9=Command line   F12=Cancel
```

Menu option 1 - Work with printer output

Using this print option from the AS/400 Operational Assistant Menu is similar to the Work with Output Queue on the District Selection and Operator Menu. When viewing the output from this screen, the name of the screen is Work with All Spooled Files.

An added benefit to using the Setup/Attn (Esc) key is that there is a column for *Device or Queue* and you can see all of the output queues/printers on one screen. However, you may only view items requested by your user profile.

```
                        Work with All Spooled Files

Type options, press Enter.
  1=Send    2=Change    3=Hold    4=Delete    5=Display    6=Release    7=Messages
  8=Attributes          9=Work with printing status


                              Device or                    Total     Cur
Opt   File          User      Queue        User Data   Sts  Pages    Page   Copy
  _   REOPEN_A      KAREN     PRT00        TCRCLD2     HLD    2                1
  _   DISPO_A       KAREN     PRT00        TCRCLD2     HLD    7                1
  _   CASELOAD      KAREN     PRT00        TCRCLDGRID  HLD    3                1
  _   EXPGAR        KAREN     KAREN        CIVGRT      HLD    1                1
  _   CVAUDIT       KAREN     KAREN        CIVAUD      HLD    1                1



                                                                       Bottom
Parameters for options 1, 2, 3 or command
===>
F3=Exit    F10=View 4    F11=View 2    F12=Cancel    F22=Printers    F24=More keys
```

Menu option 1-Work with printer output - gives you the Work with All Spooled Files screen.

Press **F11** to see View 2.

```
                        Work with All Spooled Files

Type options, press Enter.
  1=Send    2=Change    3=Hold    4=Delete    5=Dis          =Messages
  8=Attributes          9=Work with printing stat


                                          Creation   Creation
Opt   File          User      Form Type   Pty  Date       Time
  _   REOPEN_A      KAREN     8X11         5    02/19/04   14:03:28
  _   DISPO_A       KAREN     8X11         5    02/19/04   14:03:28
  _   CASELOAD      KAREN     8X11         5    02/19/04   14:03:28
  _   EXPGAR        KAREN     8X11         5    02/19/04   14:03:28
  _   CVAUDIT       KAREN     *STD         5    02/19/04   14:03:28




Parameters for options 1, 2, 3 or command                              Bottom
===>
F3=Exit    F10=View 1    F11=View 3    F12=Cancel    F22=Printers    F24=More keys
```

View 2 shows creation date and time

Press F11 again to go to View 3, View 4, and back to View 1

Menu option 2 - Work with jobs

This is similar to the Work with Submitted Jobs on the District Selection and Operator Menu. Selecting this option allows you to check on the status of a batch job or report that was requested by the user signed on to PC or terminal.

Once the job is in **outq** status, type an **8** (Work with spooled files) in the *Opt* field and press **ENTER**. This will take you to the Work with Spooled Files screen where you may release your file to the printer, answer messages, delete files, etc.

```
                          Work with User Jobs                        OSMSOUTH
                                                         02/19/04  14:52:37
 Type options, press Enter.
   2=Change    3=Hold    4=End     5=Work with    6=Release    7=Display message
   8=Work with spooled files    13=Disconnect


 Opt   Job          User        Type      -----Status-----  Function
 __    ACCTACTVTY   KAREN       BATCH     OUTQ
 __    CIVAPHINX    KAREN       BATCH     OUTQ
 __    CIVAPPEAL    KAREN       BATCH     OUTQ
 __    CIVATYINX    KAREN       BATCH     OUTQ
 __    CIVDGN       KAREN       BATCH     OUTQ
 __    CIVDGN       KAREN       BATCH     OUTQ
 __    CIVGEN       KAREN       BATCH     OUTQ
 __    CIVGEN       KAREN       BATCH     OUTQ
 __    CIVLBL       KAREN       BATCH     OUTQ
 __    CSELOD       KAREN       BATCH     OUTQ
                                                                      More...
 Parameters or command
 ===> _____
 F3=Exit      F4=Prompt     F5=Refresh    F9=Retrieve    F11=Display schedule data
 F12=Cancel   F17=Top       F18=Bottom    F21=Select assistance level
```

Work with User Jobs screen

Menu option 3 - Work with messages

Select **3** from the AS/400 Assistant Operational Menu to get the system messages for your terminal. This is the same as **6-Display Messages**, from the District Selection and Operator Menu.

System messages notify the user that a batch job has completed and, occasionally, may require a user response.

A message symbol at the bottom of the screen means a message is waiting. Unless the messages are deleted regularly, they will continue to accumulate and you will not be notified of new messages as they occur.

```
SUNNY SPRINGS        District Selection and Operator Menu        2003/2 DCS


        1. District Selection Menu


        Printer Writer/Output Queue: PRT00

        3. Start Printer Writer
        4. Work with Printer Writer
        5. Work with Output Queue


        6. Display Messages
        7. Work with Submitted Jobs
        8. Work with All Spooled Files

        9. Reports Archives

        __  Enter Option


  F24-Sign Off System

 A   c                    MW                                    01/02
```

MW indicates a message is waiting. Type a 6 in the Enter Option field on this screen to view and delete messages.

```
                        Display Messages
                                        System:   OSMSOUTH
Queue . . . . . :   KAREN          Program . . . . :   *DSPMSG
  Library . . . :     QUSRSYS        Library . . . :
Severity  . . . :   00             Delivery  . . . :   *NOTIFY

Type reply (if required), press Enter.
  Job 204456/KAREN/ACCTACTVTY completed normally on 02/19/04 at 14:03:25.
  Job 204458/KAREN/CSELOD completed normally on 02/19/04 at 14:03:28.
  Job 204459/KAREN/CIVDGN completed normally on 02/19/04 at 14:03:30.
```

First, verify that the job(s) completed normally.

Then, press F13 to remove all messages, or F11 to remove one at a time.

```
                                                          Bottom
F3=Exit              F11=Remove a message         F12=Cancel
F13=Remove all       F16=Remove all except unanswered   F24=More keys
```

Menu option 4 - Send messages

Select **4** from the AS/400 Operational Menu to send a message to another terminal.

```
                          Send a Message

 Type information below, then press F10 to send.

    Message needs reply  . . . . . .    Y           Y=Yes, N=No

    Interrupt user . . . . . . . . .    Y           Y=Yes, N=No

    Message text . . . . . . . . .     Judge Smith needs the John Wilson file. Do
 you have it on your desk?
 _____
 _____
 _____
 _____
 _____

    Send to  . . . . . . . . . . . .   D9992KJS    Name, F4 for list
                                       _____
                                       _____
                                       _____
                                       _____
                                                                More...
 F1=Help    F3=Exit    F10=Send    F12=Cancel
```

Field Descriptions	
Message needs reply . . .	Defaults to **N**-No. If you change it to **Y**-Yes, the message will include a reply line.
Interrupt user . . .	Defaults to **N**-No. If you change it to **Y**-Yes, the message you send will appear on their screen (not just the message waiting symbol at the bottom of the screen!)
Message text . . .	Type your message here.
Send to . . .	Type the user profile(s) here. If you do not know the user's i.d., press **F4** for a list.

Press **F10** to send the message.

On the next page is an example of a message that requires a reply.

```
                          Display Messages
                                              System:   OSMSOUTH
Queue . . . . . :   KARENLC              Program . . . . :   *DSPMSG
  Library . . . :     QSYS                 Library . . . :
Severity . . . :   00                    Delivery . . . :   *NOTIFY

Type reply (if required), press Enter.
  From  . . . :    LINDA          02/19/04   15:31:48
  ===> KAREN: Judge Smith needs the John Wilson file. Do you have it on your
    desk?
    Reply . . .  _____




                                                              Bottom
F3=Exit             F11=Remove a message          F12=Cancel
F13=Remove all      F16=Remove all except unanswered   F24=More keys
```

Type your reply here and press ENTER.

Type your reply and press **ENTER**. Press **F3** to exit this screen. If you do not need to respond to the message, press **F3** to return to the screen you were on when you were interrupted.

Menu option 5 - Change your password

Select **5** from the AS/400 Operational Assistant Menu to change your password.

```
                        Change Password
        Password last changed . . . . . . . . . . . :   01/28/04

        Type choices, press Enter.

          Current password  . . . . . . . . . . . . ▮

          New password  . . . . . . . . . . . . . .

          New password (to verify)  . . . . . . . .







        F3=Exit            F12=Cancel
```

Type in your current password. Then type your new password (twice, to verify); press ENTER.

The password fields will not be visibly displayed on the screen for security reasons.

The message: *Password Changed Successfully* should appear at the bottom of the screen if the password change was accepted. The new password will be valid the next time you sign on to the system.

Other IBM AS/400 functions exist that are designed for the system administrator and will not be covered in this manual. Your AS/400 Operational Assistant Menu may differ from the one shown earlier in this chapter. There are two more functions that may be helpful.

Menu option 75 - Information and problem handling

You may be asked to provide your work station display name on a troubleshooting call. You can use option **75** from the AS/400 Operational Assistant Menu, then select option **3-Display work station user**.

```
   USERHELP              Information and Problem Handling
                                                    System:   OSMSOUTH
   To select one of the following, type its number below and press Enter:

        1. How to use help
        2. Information Assistant options
        3. Display work station user

       10. Save information to help resolve a problem
       11. Technical support tasks

       80. Temporary sign-off




   Type a menu option below
       __

    F1=Help   F3=Exit   F9=Command line   F12=Cancel
```

```
                 Display Work Station User                    OSMSOUTH
                                                      2/20/04  11:39:02
User . . . . . . . . . . . . . .
  Text . . . . . . . . . . . .          This is your work station.

Work station . . . . . . . . . . . . . . . . :    KARENLC
  Text . . . . . . . . . . . . . . . . . . :      Device created for OSMSOUTH.


Number of interactive jobs in session  . . :    1
Interactive job currently active . . . . . :    A
  Interactive job A  . . . . . . . . . . . :      208916/KAREN/KARENLC
    Current group job  . . . . . . . . . . :        QEZGRP2
    Previous group job . . . . . . . . . . :        QEZGRP1
    Number of jobs in group  . . . . . . . :        2
  Interactive job B  . . . . . . . . . . . :      *NONE




Press Enter to continue.
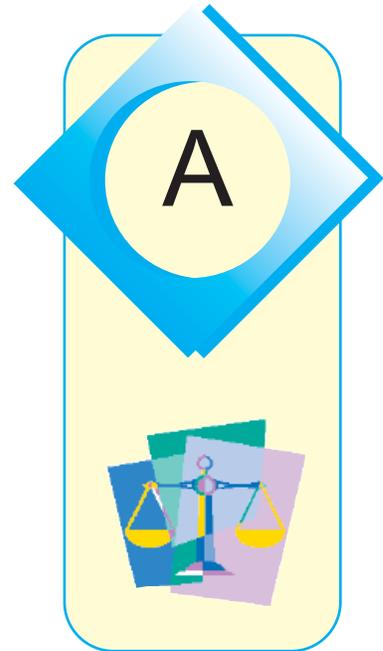

F3=Exit   F12=Cancel
(C) COPYRIGHT IBM CORP. 1980, 2000.
```

Menu option 80 - Temporary sign-off

Select **80** to temporarily sign off your work station. When you sign back on to the same work station, you will return to the screen you were on when you signed off.

W a r n i n g !   **Do not use this feature on Cash. Ever!**
Do not use this feature to sign off at the end of the day.

Appendices

These Appendices are referenced throughout this User Guide. They include information about codes, fields, function keys, etc. You may find it helpful to print some or all of these Appendices to use as a guide.

Appendix	Description
A	**Master List of Field Descriptions**
B	**Trigger Codes**

C	**Master List of Available Codes**
	       Modifiers in Alphabetical Order
	       Modifiers in Numerical Order

D	**Hop Codes**
E	**Case Types, Party and Alt Name Codes**
F	**State/Province/Country Abbreviations**
G	**Function Keys**
H	**Help Desk Fax Sheet**
I	**JIS Enhancement Request Form**
J	**Request for JIS Training**
K	**Frequently Asked Questions**

This space is reserved for your notes.

Master List of Field Descriptions

Field Name	Screen	Description/Format
Address	CAS GAR	Street address of the party. Street address of the garnishee defendant.
Adjourned from	NTA	Type the date the matter is adjourned from on this line. No special format is required, e.g. January 12, 2004, or 01/12/04.
All Day	CAL - F11	Enter an **X** when the entire day should be blocked off.
Alt Court Address	NTA	Type in the alternative address if the *Alt-Address* field above has an **X**. Otherwise, use this line for comments, if needed.
Alt-Name	CAS PHU	The name associated with the party name field, e.g. Molly Parker, doing business as Molly's Paper Company. Molly's Paper Company is the alternate name. All business names contain two slashes (//) at the end of the name. You must include a name code if the *Alt-Name* field is entered.
Alt Name Code	PHU	Same as *Name-code.*
Amount	ACT GAR	Use this field to indicate the dollar amount of the claim, judgment amount, service fees and other costs associated with the case. Decimal points are only required if the amount is not a whole dollar amount. Commas and dollar signs are not used. On Garnishment Update screen this field must be left blank if the initial disclosure is *not indebted*. If a proceeds date is entered, enter the amount paid on the writ as declared in the final statement. The amount must be greater than zero.
Attached to this form	WAR	Type an **X** in this field if the warrant should be attached to a copy of the warrant recall form upon return to the court.
Attorney		The 5-digit bar number for the party's attorney. Attorneys are not valid for SC case types.
Bankruptcy Stay in Effect	PHU	Enter an **X** in this field if a bankruptcy order has been received.
Bar # Bar No. Bar No. View	ACT CAL-F11	The 5-digit bar number of the attorney representing the party, or bar number of the next judge to hear the scheduled event. The bar number of the professional whose day/time you want to block off. If blank, only the court holidays are displayed. When it contains a bar number, all days for that bar number are displayed, including court holidays.
Begin Date	CCL	Enter the starting date of the combined calendar for which you wish to print or display.
BGN	ACT CAL	Type a date that you want to begin your inquiry; press **ENTER**. In CAL, this field is found on the Supplemental Entries screen.
Bond Amount	BND PBW	Enter the amount of the transaction. Format: 99999.99. The amount of the cash or surety bond required for release.
Case		Case number used for entry or inquiry. The system does NOT automatically assign case numbers.
Case Type		Enter the case type assigned to the case: **GC**-General Civil, **SC**-Small Claims, **GZ**-Miscellaneous Civil, **SP**-Land Contract, **LT**-Landlord-Tenant
Change Case No.	TRN	Type an **X** to change a case number.
Change Location	TRN	Available only for courts with multi-locations. Enter an **X** to transfer the case to the other location.

Master List of Field Descriptions (continued)		
Field Name	**Screen**	**Description/Format**
Check # Check No		Enter the check number used.
Circuit Counties	CCL	Enter the Circuit Court number(s) on your AS/400.
City	CAS	The city of residence for the litigant.
Clerk	NTA WAR	Type your name or initials in this field. If your name is already established in the District Court Security file, it will automatically be retrieved from that file as the Clerk/Administrator.
Close Reason	GAR	Enter the reason why the garnishment is closed. Options are: **1**-Judgment paid **4**-Released from liability **2**-Judgment overpaid **5**-Not indebted **3**-Expired **6**-Proceeds disbursed
Close Date	GAR	Date the garnishment is closed. When used, a reason must be entered.
Cnt	RPT	The number of requests for a specific report and specific case number/party number. This field is calculated by the system and not entered by the user.
Code	ACT RPT NTA	A valid civil code from the code listings in Appendices B and C. The code for the type of proceeding scheduled. When a modifier is used with a scheduling code, the appropriate box is checked on the Notice to Appear form and the modifier prints on the line below the hearing.
Comment	DEL GAR	This field is required when deleting a case. The comment appears on the Civil Delete Audit Report which is described in Chapter 7-Reports. Comments entered here will also be displayed on the Actions Update screen and Register of Actions using the *current* date as the date of the comment.
Conditional	PBW	Type an **X** if you do NOT want to print the Memorandum Copy.
Copies	CAL	The number of printed copies of the calendar you want, up to nine.
Count	BND	The count field is used to identify counts on a criminal case. Format: 01, 02, 03.
Court		The number associated with each court in a multi-location court. To switch from one court to another, change the court number and press **ENTER**.
Court Date/Time/Code	RPT	Same as *Nxt Date, Nxt Time, Code*. The information is retrieved if the party has a future scheduled action/date set via the Actions Update screen. Caution: Entering a court date, time and code on the Report Requests screen will NOT place the party on the calendar or the case.
Court Location	CAL	For multi-location courts, this field defaults to your location number. It can be change to print or view the courtroom calendar for the other locations.
Courtroom	NTA	This field is optional. If entered, it will appear on the Notice to Appear.
Courtroom #	CCL	Used in Circuit and Probate/Juvenile modules to identify courtroom number.
CTN#	CAL	The criminal tracking number on a criminal case. Used in the Traffic/Criminal module. If left blank, it include the cross-reference number on the printed calendar. Enter an **X** to print the criminal tracking number instead of the cross-reference number. This option is only available when requesting the B-type (11x14) calendar.

Master List of Field Descriptions (continued)		
Field Name	**Screen**	**Description/Format**
Date Signed	All forms	Defaults to the current date but can be erased or changed. Exceptions: If using **F9**-Print/Update/Sts on the PBW, the date must be the current date. On a WAR, the date cannot be blank or greater than the current date.
Date Calculator	ACT	The first field is for any number of days. The following two fields are for dates. *See Date Calculator in Chapter 2 for examples.*
Date Notified	WAR	Enter the date the police agency was notified of the recall. Format: MMDDYY.
Date		Format: MMDDYY. Enter the date that an event occurred. Except for service, this must be a court business date. It will default to today's date on the Actions Update screen if you leave it blank. See *Nxt Court Date.*
Def, Serve Date	GAR	Date garnishee mailed or delivered a copy of the writ to the defendant.
Del 'D'	RPT BND GAR	Type a **D** to delete an entire line of entries.
Deliver..	WAR	Type an **X** in this field if the original warrant was delivered to the court when the person appeared.
Depositor	BND	Name of the person posting the bond.
Disburse Date	GAR	A valid date not earlier than the issue date of the garnishment.
Description	CAL-F11	A reason for the day or time to be blocked off, e.g. a description of a court holiday, meeting, or conference.
Disposed Code	PHU	Disposition (close) code for that party. *See Appendix B.*
Disposed Date	PHU	Date of disposition (judgment, dismissal, etc.) for that party.
District Courts	CCL	Enter the District Court number(s) on your AS/400, e.g. the 18th District Court would be 1800.
Div	BND	Division: **T**-Traffic/Criminal/Probation, **C**-Civil, **M**-Miscellaneous
DLN	PBW	Enter the party's driver's license number. Format: S889123443222 MI
DOB	PBW	The party's date of birth. Format: 06/19/1962.
End Date	CCL	Enter the last date of the combined calendar you wish to print or display. The date range cannot exceed 14 days.
Enter Surname Here	CNI	Enter the name or partial name for your inquiry here. This is like the NAM and SDX inquiries but includes all cases (traffic/criminal and civil) and all JIS courts using the same AS/400.
Exp Date	GAR	A *display only* field that calculates after entry of a garnishment. Expiration dates are calculated as follows: Periodic & Non Periodic (issue date + 91 days) Income Tax (first occurrence of October 31st after service; if not served, October 31st of the year following the issue date)
Fees	GAR	Defaults to $15.00. This field can be modified.
File Date	CAS	Date the case is filed with the court or the date other parties are added to the case. The primary plaintiff (P01) and primary defendant (D01) must be changed at the case level at the top of the screen. Other party file dates are entered and changed at the party level.

Field Name	Screen	Description/Format
Final Statement Date	GAR	Date of final statement by garnishee. This field displays only after the garnishment issuance information has been entered.
Flag Non-Public	CAL	**X**-print the word **Non-Public** in the *Charge* field of the calendar. **N**-print nothing in the *Charge* field if the case is non-public.
Gar #	ACT	A garnishment number for a specific party. The garnishment must be on the system. You may not enter a garnishment on the Actions Update screen with the following codes: PRB, PRR, WRIX1, WRIX2, WRIX3, WRSX1, SRSX2, WRSX3, DCF62 or DCF63. These codes are created through the Garnishment screen.
Garnishment No.	GAR	Number assigned to a garnishment, beginning with the number 1 and numbered consecutively for each defendant on the case. The number is entered on the hop line and cannot be modified.
Garnish #	DEL	Enter the garnishment number to be deleted. This field will be filled in if you have entered the number in the *GAR#* field on the hop line.
Garn Type	GAR	Valid entries are: **P**-periodic garnishment, **I**-income tax garnishment, or **N**-nonperiodic garnishment. Garn types may not be modified after proceeds have been received.
Garnishee No.	GAR	Associates a garnishee with a defendant for a specified case. The number should begin with number 1 and be numbered consecutively for each garnishee. The garnishee number cannot be modified. After the garnishee number has been established, the name and address can be retrieved for future garnishments for that case/defendant by entering the assigned number. Use **F4-Prompt** to display all garnishees associated with the specified defendant on that case. You can select, change, delete or add garnishees. Note: 2- **Change** will update only for the current case. 4- **Delete** is not valid if the garnishee is in use.
Go To	CAL	The month, day and year of the calendar you wish to inquire or print. It will default to the current month and year, but the dates may be changed by typing over them.
Include Supplemental Entries	CAL	Remove the **X** in this field to exclude supplemental, non-case entries from printing on the calendar.
Init	GAR	The initials of the clerk who disbursed the proceeds.
Initial Disclosure Date	GAR	A valid date not less than the service date.
Issue Date	GAR	The date the garnishment was issued. It must be at least 21 days after the judgment date.

Field Name	Screen	Description/Format
		Master List of Field Descriptions (continued)
Judge	CAS CAL	The 5-digit bar number of the judge or magistrate assigned to the case. If blank on the calendar screen, you get cases that do not have a judge assigned. The word **ALL** in this field will display or print calendars for all judges, magistrates and probation officers. When **ALL** is used, the date range cannot exceed 14 days.
Judgment Judgment Due	GAR	The amount of the unsatisfied judgment. This field may be modified during the duration of the periodic garnishment.
Judgment Satisfied	PHU	Enter an **X** in this field if a satisfaction of judgment was filed.
Jurist #	CCL	Type the bar number of the requested judge, magistrate, referee, etc.
Last Trigger Code	PHU	Last trigger code for that party. *See Appendix B.*
Last Trigger Date	PHU	Date of the last trigger event.
Lbl		Address or file label field. Enter an **A** or **X** to request an address label for the party or the party's attorney. Enter an **F** to request a file label for the case. The label contains the name of the primary plaintiff and defendant, alternate names and codes for these parties, if any, the case number, and case type. For multiple file labels on the case, type the number you want to print **1**-**9** in this field. The address and file labels are run via batch reports. *See Chapter 6-Forms, Labels & Mailers.*
Misc.	ACT	A field used for abbreviated comments. The comments entered in this field appear on the ROA in parenthesis.
Name-code	CAS	Enter the code for the alternate name. **AGT**-Agent **AKA**-Also known as **GAL**-Guardian ad litem **ASN**-Assignee **MSC**-Miscellaneous **DBA**-Doing business as **NXF**-Next of friend **DIV**-Division of **REP**-Personal Representative **FDB**-Formerly doing business as **SBG**-Subrogee **FKA**-Formerly known as

Name	CAS
	GAR
	PHU
	
	BND
		The name of the litigant (CAS, PHU) or garnishee defendant (GAR). The entry must begin with a letter and contain two slashes. Formats:
		        Individual Names: Smith/John/Henry Sr or Jones/Paul/
		        Company Names: Ford Motor Company//
		F4-Prompt is available on the GAR screen to display a master list of garnishee defendants from which you may select, change, delete or add. *Note: option 2=change does not update existing cases.*
		
		The name of the party for whom the bond or trust payment was posted.

New Case Number	TRN	This field is required if the *Change Case No.* or *Transfer SC to GC* field is used. Enter the new case number here.
New Court Location	TRN	This field is required if the *Change Location* field is used. Enter an alternate court location (0, 1, 2).
Next Scheduled Dates	NTA	This information is already filled in if the scheduling information is entered first on the Actions Update screen. You may delete or add hearing dates on the NTA screen, but changes will not update the calendar or case.
Nxt Court A/P	ACT	Enter **A** for a.m. or **P** for p.m.
Nxt Court Date	ACT	Must be a valid court date greater than or equal to the action date. It is required when entering a scheduling code (i.e. HRC) and will add to or update the calendar. Adding a *Nxt Court Date* on a line that does not have a scheduling code will <u>not</u> update the calendar. *See Scheduling Events in Chapter 2.*

Field Name	Screen	Description/Format
Nxt Court Time	ACT	The time of the scheduled event. Format: HHMM Example: 0830 or 0200
Not Indebted	GAR	Type an **X** if not indebted. Note: A non-indebted disclosure will automatically close the garnishment.
Opt	CAL-F11 CNI	Enter a **D** to delete an entry. **1-Display Case Summary** (ROA), **2-Print Case Summary to Outq**
Option	ACT	Valid entries are: **C** Copy previous line for specific party **D** Delete this action line **N** Batch Notice to Appear request (Form) **L** Batch Address Label request **R** Batch ROA request (8x11) **F** Batch ROA request (Form DCY 252) **P** Allows entry of comments or codes with dates that occurred prior to the filing date without updating the party "triggers" **M** Batch certified mailer requests
Paper Size	CAL	**X** 8x11 paper (portrait) **B** 11x14 (*Std) paper (landscape)

Party	CAS	The party type and number associated with a litigant. Valid entries are:
		P Plaintiff **D** Defendant
		Q Cross Party Plaintiff **E** Cross Party Defendant
		R Counter Party Plaintiff **F** Counter Party Defendant
		S Third Party Plaintiff **G** Third Party Defendant
		                   H Defendant by Intervention
		                   I Garnishee Defendant
		If Defendant is **H** or **I,** Plaintiff must be a **P**
		
		The word **ALL** in this field creates an action for all parties on the case without having to type duplicate entries.

	DEL	The party field must be blank on the hop line if you want to delete an entire case. To delete an individual party, enter the party designation to be deleted on the hop line. P01 and D01 cannot be deleted.
Pay Code	BND	Enter the pay code established in the Cash module. Common paydown codes are: **BD03** Bond Refunded **BD04** Bond Forfeited **BD31** Bond Transferred to Circuit Court **BD39** Bond Transferred to Another Court **XXRP** Restitution Paid **XXGP*** Garnishment Disbursed. *Check your cash codes - paydown codes may be different in your court.
Payee	BND	Enter the name of the person who is receiving the check. If you are refunding a bond to the depositor, you can leave it blank. After pressing **ENTER**, it will copy the name of the depositor in the *Payee* field.
Person Notified	WAR	Enter the name of the person who was notified of the recall.
Phone no	CAS GAR	Telephone number of the party. Format: 248 1234556. Telephone number of the garnishee defendant.
Police Rpt. No.	PBW	If one exists, enter the police incident number. This is used in the Traffic/Criminal module.

		Master List of Field Descriptions (continued)
Field Name	**Screen**	**Description/Format**
Police Agency	WAR	Enter the police agency name. The address is optional.
Position to Date	CAL	Valid for today's date or a future date. If a date is entered in this field, the first page that contains that date will be displayed after pressing **ENTER**.
Position to Name	CNI	Type the name you want to inquire on; press **ENTER**.
Post Code	BND	Valid post codes are: Type **01** BT01, BT06, BT08, BT09 Type **02** MYRS Type **03** MYTR Type **04-99** User defined. *See Cash User Guide.*
Pre-Empted Date	GAR	The effective date that a garnishment of a higher priority supersedes the current garnishment for periodic payments.
Print CTN#...	CAL	**X** to print CTN# on 14x11 calendar. If left blank, the X-Ref# will print.
Print Sequence	CAL	Type an **A** to print the calendar in alphabetical order; **N** in numerical order.
Print Summary	CAL	Type an **X** to print both the calendar and summary (a list of how many and the types of events that are scheduled for the designated judge, magistrate or probation officer). Type an **O** to print the summary without the calendar.
Print/Display	CCL	Enter a **P** to print the calendar without viewing it first. Enter a **D** to display the calendar on the screen. The printed calendar goes to the output queue in a held status. *See Chapter 10 for printing instructions.*
Probate/Juv Court	CCL	Enter the Probate/Juvenile Court number(s) that identifies the Probate/Juvenile Court(s) on your AS/400.
Proceeds Amount	GAR	Enter the amount of proceeds received.
Proceeds Date	GAR	A date not earlier than the issue date. This field can be modified until proceeds have been disbursed. Any modifications after disbursement would be made by deleting the entire line of data and re-entering it correctly.
Proceeds Receipt#	GAR	The receipt number of the garnishment payment.
Pty	ACT	See *Party*.
Race	PBW	Enter the race of the party. Valid entries are: **W** White **B** Black **I** American Indian or Alaskan Native **A** Asian or Pacific Islander **U** Unknown
Rcpt	BND	The receipt # of the bond/restitution/trust/T&A payment.
Reason	GAR PBW WAR	Type the reason the garnishee is not indebted. The reason will also be displayed on the Garnishment Summary screen (GAQ). Type the reason for the issuance of the bench warrant / recall.
Receipt #	GAR	Receipt number for the garnishment filing fee. This field can be modified.
ROA		Type an **X** to request batch printing of the Register of Actions on 8x11 blank stock paper. Type an **F** to request a Register of Actions for printing on the SCAO approved pre-printed form (DCY 252). *See Chapter 6-Forms, Labels and Mailers.*
Rpt	RPT	Enter the 3-letter code for the report you want to request. **ROA** Register of Actions **NTD** Notice of Dismissal **NTA** Notice to Appear **LBL** Party/Atty Address Label **JSC** Judgment, Small Claims **FLB** File Label **DFN** Default Notice **MLR** Certified Mailer **NOI** Notice of Intent to Dismiss

Field Name	Screen	Description/Format
Selection	PHI	Type the record number (Rec Num) of the case you want to view and press **ENTER**.
Service Date	GAR	The date the garnishment was served on the garnishee defendant.
Sex	PBW	Enter **M** for male, **F** for female.
Spacing Between Cases	CCL	The number of blank spaces between cases on the printed calendar, up to nine. If left blank, the calendar will be single spaced.
Spaces	CAL	The number of blank spaces between cases on the printed calendar, up to nine. Screen default is 1 space.
SS#	GAR	Enter the defendant's social security number.
State	CAS	The state of residence for the party. *See Appendix F.*
Street	CAS	The street address of the litigant.
Time	ACT	Enter the time of the scheduled event. Format: HHMM.
Time Notified	WAR	Enter the time the police agency was notified. Format: HHMM A/P.
Transfer SC to GC	TRN	Enter an **X** to transfer a Small Claims (SC) case to General Civil (GC). This is available on the Case Transfer screen only for SC case types. The code ORE25 (Order Entered for Removal to General Civil) must be entered first on the Actions Update screen. The action date for the order becomes the filing date of the General Civil case. The default notice date is calculated 14 days from the ORE25 date if a defendant on the general civil case fails to answer. A judge is required when transferring a case from Small Claims to General Civil. If one never was entered on the Small Claims case, enter the bar number or hotkey in the judge field in the upper right portion of the screen.
Type	BND	On the Bond/Rest/Trust/T&A Inquiry/Update screen enter the type of entry: **01** Bond **02** Restitution **03** Trust **04-99** As specified by the court. 01-Bond is the default if no type is entered.
Type of Calendar	CAL	**X** Display or print traffic/criminal AND civil cases **T** Display or print only traffic/criminal cases **C** Display or print only civil cases **P** Print the party calendar
Warrant No.	WAR	Enter the number of the warrant being recalled, if known.
Zip		U.S. or Canadian zip code.

Trigger Codes

ACF	Action Filed	IPR	Installment Payment Received	ORE69	Order to Set Aside Judgment Entered
ACFY1	Action Filed-Remove Bankruptcy Stay. (Post-Judgment)	**JGE**	**JUDGMENT ENTERED**	**OREZ2**	**ORDER TO STAY PROCEEDINGS ENTERED**
ACF76	Action Filed - Reopen Case	**JGE03**	**JUDGMENT (DAMAGES) ENTERED**	**ORR56**	**ORDER FOR BANKRUPTCY STAY ENTERED**
ACFZZ	**ACTION FILED TO CLOSE CASE**	**JGE35**	**JUDGMENT (POSSESSION) ENTERED**	PEC	Petition Scheduled
ALF	*Affidavit & Claim Filed*	**JGE65**	**JUDGMENT (BY JURY) ENTERED**	PEF12	Petition for Installment Payments Filed
ALQ	*Affidavit & Claim Reissued*	**JGE66**	**JUDGMENT (BY JUDGE/MAGISTRATE) ENTERED**	PRB	Proceeds Disbursed
ALR96	*Affidavit & Claim Returned Unserved*	**JGE67**	**JUDGMENT (BY DEFAULT) ENTERED**	PRR	Proceeds Received
ALS	*Affidavit & Claim Served*	**JGE68**	**JUDGMENT (BY CONSENT) ENTERED**	PTC	Pre-Trial Scheduled
ANF	Answer Filed	JGZ	Judgment Satisfied	PTH	Pre-Trial Held
ARL	**ARBITRATION ORDERED**	JRC99	Jury Selection Scheduled	RVC	Review Scheduled
BDO57	Bond Stay - Judgment Posted	JSC	Jury Selection Scheduled	SCF	Summons & Complaint Filed
BTC	Bench Trial Scheduled	JTC	Jury Trial Scheduled	SCQ	Summons & Complaint Reissued
BTH	Bench Trial Held	JTH	Jury Trial Held	SCR96	Summons & Complaint Returned Unserved
BWI	Bench Warrant Issued	JTW	Jury Trial Waived	SCS	Summons & Complaint Served
BWK	Bench Warrant Recalled	MOC	Motion Scheduled	**SDG**	**SUMMARY DISPOSITION GRANTED**
DCF62	Disclosure Indebted Filed	MOF	Motion Filed	**SEE**	**SETTLEMENT AGREEMENT ENTERED**
DCF63	Disclosure Not Indebted Filed	NOI75	Notice of Intent to Dismiss Issued	SHC	Show Cause Scheduled
DFE	Default Entered	OBF79	Objection to Garnishment Filed	SJF	Satisfaction of Judgment Filed
DFI	Default Issued	ORE	Order Entered	STF	Stipulation and Order Filed
DIE	**ADMINISTRATIVE DISPOSITION**	**ORE07**	**ORDER FOR CHANGE OF VENUE ENTERED**	TRC	Trial Scheduled
DSE	**DISMISSAL ENTERED**	ORE12	Order for Installment Payments	TRH	Trial Held
DSE03	**DISMISSAL (DAMAGES) ENTERED**	ORE19	Order for New Trial Entered	WRI30	Writ of Execution Issued
DSE14	**DISMISSAL (LACK OF PROGRESS) ENTERED**	*ORE25*	*ORDER FOR REMOVAL TO GEN. CIV. ENTERED*	WRIX1	Writ of Garnishment Issued (Periodic)
DSE20	**DISMISSAL (NON SERVICE) ENTERED**	**ORE35**	**ORDER-TRANSMITTAL TO CIRCUIT ENTERED**	WRIX2	Writ of Garnishment Issued (Non-Periodic)
DSE35	**DISMISSAL (POSSESSION) ENTERED**	ORE40	Order to Appeal Decision Entered	WRIX3	Writ of Garnishment Issued (Income Tax)
DSE65	**DISMISSAL (BY JURY) ENTERED**	ORE41	Order to Appear for Debtor Exam Entered	WRI33	Writ of Restitution Issued
DSE66	**DISMISSAL (BY JUDGE/MAGISTRATE) ENTERED**	ORE47	Order to Extend Time for Service Entered	WRSX1	Writ of Garnishment Served (Periodic)
DVC	Discovery Scheduled	ORE51	Order to Set Aside Default Judgment Entered	WRSX2	Writ of Garnishment Served (Non-Periodic)
FLR	File Received	ORE52	Order to Set Aside Dismissal Entered	WRSX3	Writ of Garnishment Served (Income Tax)
HRC	Hearing Scheduled	ORE54	Order to Set Aside Payment Order Entered		**DISPOSE/CLOSE CODES ARE BOLDED** Reopen Codes are underlined *Small Claims Codes are italicized*

Master List of Available Codes

Always use a Trigger Code if one exists for what you are updating. If there isn't a code, create one from the Master List of Available Codes by choosing one code from Description Codes + one from Action Codes + one from Modifiers (modifiers are optional).

Description Codes			
AB	Abstract	JR	Jury
AC	Action	JS	Jury Selection
AD	Affirmative Defense	JT	Jury Trial
AF	Affidavit	LB	Labels
AL	Affidavit & Claim	ME	Mediation
AN	Answer	MO	Motion
AP	Appearance	NO	Notice
AR	Arbitration	OB	Objection
BD	Bond	OP	Opinion
BF	Briefs	OR	Order
BT	Bench Trial	PE	Petition
BW	Bench Warrant	PF	Proof
CC	Counter Complaint	PR	Proceeds
CL	Claim	PT	Pre-Trial
CM	Complaint	RE	Return
CO	Costs	RL	Release
CP	Copy	RV	Review
CR	Correspondence	SA	Sanctions
DC	Disclosure	SC	Summons & Complaint
DE	Deposition	SD	Summary Disposition
DF	Default	SE	Settlement Agreement
DI	Administrative Closure	SH	Show Cause
DM	Demand	SJ	Satisfaction
DS	Dismissal	SP	Subpoena
DV	Discovery	ST	Stipulation and Order
EX	Exhibits	SU	Summons
FE	Fee	TP	Telephone Pre-Trial Conference
FL	File	TR	Trial
HR	Hearing	TS	Transcript
IN	Interrogatory	TU	Trust
IP	Installment Payment	WR	Writ
JG	Judgment	XC	Cross Complaint

Action Codes	
A	Amended
B	Disbursed
C	Scheduled
D	Denied
E	Entered
F	Filed
G	Granted
H	Held
I	Issued
J	Adjourned
K	Recalled
L	Ordered
M	Mailed
N	Noticed
O	Posted
P	Paid
Q	Reissued
R	Received
S	Served
T	Transferred
U	Under Advisement
V	Requested
W	Waived
X	Taxed
Y	Suspended/Waived
Z	Satisfied

Modifiers in Alphabetical Order

Code	Description	Code	Description	Code	Description
94	Accelerated Judgment	47	Extend Time for Service	49	Quash Service
39	Allow Additional Time to Answer	XF	Foreign Judgment	5A	Reassignment of Judge
29	Another District Court	79	Garnishment	36	Remanded from Circuit Ct.
40	Appeal Decision	X3	Garnishment, Income Tax	25	Removal to General Civil
41	Appear at Debtor Exam	X2	Garnishment, Non-Periodic	Y1	Remove Bankruptcy Stay
77	Appear	X1	Garnishment, Periodic	Z3	Remove from Appeal List
95	Application & Default Entry	71	Hazard, Injury-Premises	50	Remove from Mediation
05	Appointment of Guardian A.L.	24	Hearing / Rehearing	37	Remove from Circuit Court
06	Appointment of Next Friend	62	Indebted	76	Reopen Case
AR	Arbitration	IJ	Installment Judgment	33	Restitution
BW	Arraign on Bench Warrant	12	Installment Payments	96	Returned Unserved
97	Attachments	75	Intent to Dismiss	Y2	Sealed Record
56	Bankruptcy Stay	13	Judgment Notwithstanding Verdict	Y3	Sealed Record Removed
85	Bench Warrant	66	Judge/Magistrate	XS	Seizure of Property
42	Bypass Magistrate	86	Judgment	99	Selection
90	Certified Mail	65	Jury	51	Set Aside Default Judgment
Z1	Change Case Type	14	Lack of Progress	53	Set Aside Default Entry
3A	Change of Address	73	Land Contract Forfeiture	52	Set Aside Dismissal
07	Change of Venue	15	Leave to Add Party	69	Set Aside Judgment
64	Claim & Delivery	16	Leave to Amend	54	Set Aside Payment Order
ZZ	Close Case	17	Leave to file Third Pty Complaint	SE	Settlement Conference
21	Compel Discovery	87	Mailing	FS	Settlement, Final
68	Consent	5M	Mediation	7D	Seven Day Rule
08	Consolidate Trials	18	More Definite Statement	55	Show Cause
43	Correct/Strike Pleading	19	New Trial	38	Small Claims*
88	Court Record	74	No Cause	89	Statement / Summary
03	Damages	70	Non Payment of Rent	2L	Statute of Limitations
67	Default	82	Non Military Status	SC	Status Conference*
01	Defendant	83	Non Minor Status	Z2	Stay Proceedings
80	Deposition	20	Non Service	57	Stay Judgment Enforcement
09	Directed Verdict	78	Non Service / No Progress	XX	Stipulation
10	Discovery	63	Not Indebted	26	Substituted Service
04	Discovery Sanctions	81	Offer	27	Substitution of Attorney
44	Dismiss	48	Pay	28	Summary Judgment
45	Disqualify Judge	93	Personally	72	Termination of Tenancy
46	Disqualify Magistrate	02	Plaintiff	34	Transmit to Circuit Court
11	Entry of Default Judgment	35	Possession	58	Use Own Process Server
84	Evading Service	22	Possession Pending Final Judgment	60	With prejudice
XE	Eviction	92	Posted	61	Without prejudice
30	Execution	23	Protective Order	59	Withdraw as Counsel
98	Exhibits	91	Published		*may be different in your court

Code	Description	Code	Description	Code	Description
01	Defendant	44	Dismiss	85	Bench Warrant
02	Plaintiff	45	Disqualify Judge	86	Judgment
03	Damages	46	Disqualify Magistrate	87	Mailing
04	Discovery Sanctions	47	Extend Time for Service	88	Court Record
05	Appointment of Guardian Ad Litem	48	Pay	89	Statement/Summary
06	Appointment of Next Friend	49	Quash Service	90	Certified Mail
07	Change of Venue	50	Remove from Mediation	91	Published
08	Consolidate Trials	51	Set Aside Default Judgment	92	Posted
09	Directed Verdict	52	Set Aside Dismissal	93	Personally
10	Discovery	53	Set Aside Default Entry	94	Accelerated Judgment
11	Entry of Default Judgment	54	Set Aside Payment Order	95	Application & Default Entry
12	Installment Payments	55	Show Cause	96	Returned Unserved
13	Judgment Notwithstanding Verdict	56	Bankruptcy Stay	97	Attachments
14	Lack of Progress	57	Stay Judgment Enforcement	98	Exhibits
15	Leave to Add Party	58	Use Own Process Server	99	Selection
16	Leave to Amend	59	Withdraw as Counsel	AR	Arbitration
17	Leave to File Third Party Complaint	60	With Prejudice	BW	Arraign on Bench Warrant
18	More Definite Statement	61	Without Prejudice	FS	Settlement, Final
19	New Trial	62	Indebted	IJ	Installment Judgment
20	Non Service	63	Not Indebted	SC	Status Conf. or Small Claims
21	Compel Discovery	64	Claim & Delivery	SE	Settlement Conference
22	Possession Pending Final Judgment	65	Jury	XE	Eviction
23	Protective Order	66	Judge/Magistrate	XS	Seizure of Property
24	Hearing / Rehearing	67	Default	XX	Stipulation
25	Removal to General Civil	68	Consent	X1	Garnishment - Periodic
26	Substituted Service	69	Set Aside Judgment	X2	Garnishment - Non Periodic
27	Substitution of Attorney	70	Non Payment of Rent	X3	Garnishment - Income Tax
28	Summary Judgment	71	Hazard/Injury to Premises	FJ	Foreign Judgment
29	Another District Court	72	Termination of Tenancy	Y1	Remove Bankruptcy
30	Execution	73	Land Contract Forfeiture	Y2	Seal Record
33	Restitution	74	No Cause of Action	Y3	Remove Sealed Record
34	Transmit to Circuit Court	75	Intent to Dismiss	ZZ	Close Case
35	Possession	76	Reopen Case	Z1	Change Case Type
36	Remanded from Circuit Court	77	Appear	Z2	Stay Proceedings
37	Removed to Circuit Court	78	Non Service / No Progress	Z3	Remove from Appeal List
38	Small Claims*	79	Garnishment	2L	Statute of Limitations
39	Allow Additional Time to Answer	80	Deposition	3A	Change of Address
40	Appeal Decision	81	Offer	5A	Reassignment of Judge
41	Appear at Debtor Exam	82	Non Military Status	5M	Mediation
42	Bypass Magistrate	83	Non Minor Status	7D	Seven Day Rule
43	Correct/Strike Pleading	84	Evading Service		*may be different in your court

Modifiers in Numerical Order

Hop Codes

Update Screens		
Code	**Screens**	**Description**
ACT	Actions Update	Document pleadings filed, schedule events, enter dispositions, and add comments that will be reflected on the Register of Actions.
BND	Bond/Trust Update	Update bond or trust records.
CAS	Case Entry	Add a case or parties to the system.
DEL	Online Deletes	Delete a case, party, or garnishment.
GAR	Garnishment	Enter and update a garnishment.
PHU	Party History Update	Add party history information from purged cases.
TRN	Case Transfer	Transfer a case from one case number to another, from one court location to another, or from Small Claims to General Civil.

Form Screens		
Code	**Screens**	**Forms**
DFN	Default, Affidavit...	Default Application, Entry Affidavit (MC07)
DIS	Dismissal	Dismissal (MC09)
JDG	Judgment Civil	Civil Judgment (MC10)
JLC	Judgment Land Contract	Judgment of Possession After Land Contract Forfeiture (MC106)
JLT	Judgment Landlord Tenant	Judgment Landlord-Tenant (DC105)
JSC	Judgment Small Claims	Judgment Small Claims (DC85)
NOI	Notice of Intent to Dismiss	Notice of Intent to Dismiss (MC26)
NTA	Notice to Appear	Notice to Appear (MC06)
NTD	Notice to Dismiss	Dismissal Non Service/No Progress (MC09a)
PBW	Petition & Bench Warrant	Petition, Affidavit & Bench Warrant (MC229)
SCS	Show Cause	Motion and Order to Show Cause (MC230)
SUB	Subpoena	Subpoena, Order to Appear and/or Produce (MC11)
WAR	Warrant Recall	Recall of Warrant/Order to Apprehend (MC220)

Hop Codes continued

Inquiry Screens		
Code	**Screens**	**Description**
AAI	All Alpha Inquiry	Look up bond, restitution or trust records by name
BDI	Bond Alpha Inquiry	Look up only bond records by name
CAL	Calendar*	View or print a Month at a Glance or Detail calendar. *Add supplemental non-case entries to a calendar. Block off days and times for scheduling cases.*
CCL	Combined Calendar	Display a detailed calendar when the jurist hears District, Circuit, Family and Probate Court matters.
CNI	Central Name Index	Look up party by name accessing all modules.
FIN	Financial Register of Actions	View the financial history of a case.
GAQ	Garnishment Summary	View the garnishment history of a specific case/party.
NAM	Name Inquiry	Look up a case by name accessing only the civil module.
PHI	Party History	View information on purged and active cases.
ROA	Register of Actions	View or print a detailed register of actions on a specific case.
RPT	Report Requests*	View *or add* requests for labels, forms and notices.
SDX	Soundex	Look up a case by what a name "sounds like".
STS	Party Status	View critical dates and codes entered on a case.
TRI	Trust Inquiry	View only trust records by name.

These screens have some updating abilities.

Case Types, Party and Alt Name Codes

Case Types	Description	Party Codes	
		Plaintiffs	**Defendants**
GC	General Civil - Money Damages	P - Plaintiff	D - Defendant
GZ	Misc. Civil (Non-Monetary Claims)	Q - Cross Party Plaintiff	E - Cross Party Defendant
SC	Small Claims	R - Counter Party Plaintiff	F - Counter Party Defendant
LT	Landlord-Tenant	S - Third Party Plaintiff	G - Third Party Defendant
SP	Land Contract Summary Proceed.	When defendant is **H** or **I**, Plaintiff must be a **P**	H - Defendant by Intervention
			I - Garnishee Defendant

Alt Name / Name Codes			
Code	**Description**	**Code**	**Description**
AGT	Agent	FKA	Formerly known as
AKA	Also known as	GAL	Guardian ad litem
ASN	Assignee	MSC	Miscellaneous
DBA	Doing business as	NXF	Next of friend
DIV	Division of	REP	Personal Representative
FDB	Formerly dba	SBG	Subrogee

State/Province/Country Abbreviations

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
Dist. of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		
US TERRITORIES			
American Samoa	AS	Puerto Rico	PR
Guam	GU	Virgin Islands	VI
N. Mariana Island	CM		
CANADIAN PROVINCES			
Alberta	AB	Nova Scotia	NS
British Columbia	BC	Ontario	ON
Manitoba	MB	Prince Edward Island	PE
New Brunswick	NB	Quebec	PQ
Newfoundland	NF	Saskatchewan	SK
Northwest Territory	NT	Yukon Territory	YT
OTHER COUNTRIES			FR
MILITARY ZIP CODES			
340	AA	090XX - 098XX	AE
		962SS - 966XX	AP

Function Keys

Key	Name	Description
F1	Clear	Clear the screen without updating. Move cursor to the hop line.
F2	Bar#	Quickly move to the *Bar#* field on the Month at a Glance Calendar. Position your cursor to the date on Days/Times Blocked Off screen.
	Periodic Detail	Toggle between Garnishment Master and Periodic Detail screens.
	Extended Help	From the Help screen, gives you more specific help.
F3	Exit	Exit or return to a previous menu.
F4	Prompt	Prompt for additional information or options. This function key is available wherever the field name is highlighted/bolded.
F5	Detail	Go to the Courtroom Calendar from the Calendar Summary.
	Supplement Entries	Press from the District Court Calendar screen to add supplemental entries to the calendar.
	Mod Case Info	Press on BND screen to modify case number, count, party, name or depositor.
	Name list-match Case Type	Press on PHI screen to match name with case type specified in *Case Type* field.
	Work w/Output	Work with output queue.
F6	Same P01	Duplicate plaintiff information for a new case entry.
	Summary	Toggle between the Calendar Summary and the Courtroom Calendar.
	Add	In the Professional File prompt window, add a bar # to the professional file.
	Mod	Press on GAR screen to modify garnishment information.
F7	ROA from Line	Position your cursor on the case you want to display and press **F7** to go to the ROA.
	PrevBar	On CAL, view the calendar for the previous bar #.
	All Records Court Records	Toggle between days blocked off for the court, and days blocked off for the court <u>and</u> all bar numbers.
	Alt Seq	Toggle between Modifier Selection by Code and Modifier Selection by Description.
	Bond Inquiry from Line	Position your cursor on the bond record you want and press **F7** to go to the Bond Update screen.
F8	NextBar	View the calendar for the next bar #.
F9	Print	Print the form.
	Print/Update	Print the form and transfer the reasons to the ROA.
	Print/Update/Sts	Print the form, transfer the reasons to the ROA, and update the status of the party and case to WRNT.
F10	Print Options	Go to Print Options screen for the calendar.
F11	Block Hrs/Date	Press from the Month at a Glance Calendar to block calendar hours or days.
	Alternate View	Display another view of the screen.
F13	OutQ	Go to the District Output Queue Window to change your printer designation or work with printing functions.
F23	Delete Record	Delete a bond posting record.
F24	Previous Menu	Press to return to a previous menu.

Help Desk Fax Sheet
Fax copies are sometimes hard to read. Please print legibly or type the information.

Court _____

Name _____

Phone (   ) _____ - _____ Ext. ____

Fax # _____

Problem Description:

_____

_____

_____

_____

_____

Research Conducted:

_____

_____

_____

_____

_____

Attachments:

ROA ☐
Financial ROA ☐
Other ☐ _____

Fax to JIS: (248) 352-8715

JIS Enhancement Request Form

Enhancement Classification

__ Traffic/Criminal
__ Civil
__ Bond/Trust/Cash
__ Probation
__ Other

Name:_____
Court Administrator

Court: _____

Phone: (   ) _____ - _____ Ext. ____

Date: _____

Enhancement/Change: _____

_____

_____

_____

_____

_____

_____

_____

Reason for Enhancement/Change: _____

_____

_____

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_____

Fax to JIS: (248) 352-8715

Request for JIS Training

Requested by: _____ Court: _____
<div align="center">Court Administrator</div>

Contact Person: _____

Phone: (   ) _____ - _____ Ext. ____

Please describe a general overview of training needs: _____

_____

Training Dates & Location:	
Technical Services Representative:	
Tentative Schedule	

Time	Employees to be Trained/Topics to be Covered	Estimated Time (Hrs)

Shaded Area to be completed by JIS

Fax to JIS: (248) 352-8715

Frequently Asked Questions

1.   What code do I use when I receive a **bankruptcy** stay?

   Use ORR56 to reflect a stay of bankruptcy. This will close the defendant and prevent garnishments from being issued improperly.

2.   How do I remove a **bankruptcy** stay warning message?

   If ORR56 was entered BEFORE entry of a judgment, use ACF76; if it was entered AFTER a judgment, use ACFY1.

3.   Why isn't my case on the **calendar**?

   *Check the ACT screen. Make sure the Next Court Date & Time are filled in on the same line as the scheduling code. The scheduling code must have a 'C' as the third character for it to appear on the calendar. MO**F** with a court date and time will not appear on the calendar, MO**C** will appear.*

4.   Why doesn't the **calendar** reflect all of the parties scheduled for trial? I used the party type code of ALL when I scheduled the case.

   When adding parties to a case, always add them BEFORE you schedule the event. Even if you use the party type code ALL, the calendar will only reflect those parties who were on the case at the time you set the trial.

5.   Why isn't the **caseload report** reflecting the judge's trials?

   Trials will only be reflected if you are using JGE65/DSE65 for jury trials, or JGE66/DSE66 for bench trials. The case is not counted until all defendants have a disposition. Action codes such as BTH (bench trial held), or JTH (jury trial held) have no effect on the caseload report.

6.   How are **consolidated cases** handled?

   Check with your administrator. Here is what we would suggest:
   1. Put a comment on both cases noting the consolidation.
   2. Add all future actions on one primary case.
   3. Set court dates on all cases to get proper notices and calendars (and to keep the secondary cases off the 'no progress' list).
   4. Close each case upon final determination.

7.   How do I know which **party type code** to use? *P01? D01? ALL?*

   *Identify the party who filed the paperwork when you are using a filing code, e.g. MOF, ANF, STF. If the plaintiff filed the motion, use P01; if the defendant filed it, use D01, etc. Use **ALL** for scheduling purposes when you intend all parties to appear on the calendar.*

   The status of the case is determined by what happens to the defendant, so use a defendant type code (D01, D02, etc.) when close codes are entered, when time is extended for service or the filing of an answer, when bankruptcy stays are received, or when review dates are set.

Frequently Asked Questions (continued)

8. Where do I document **periodic disclosures** on garnishments?

    There are two fields on the GAR screen for documenting disclosures: the initial disclosure, and the final statement or disclosure. If the court is receiving and disbursing the proceeds document them on the Periodic Detail screen.

    Most courts have elected to have the proceeds sent directly to the plaintiff or plaintiff's attorney; however, some employers continue to send interim disclosures to the courts. If you are required to document them, you can add them as a comment on the ACT screen.

9. Why is my case on the Intent/Dismissal **Pre-List** when I extended time for service?

    Make sure that the party type code used when entering the ORE47 was a defendant type code (D01, D02), not a plaintiff type code.

10. How do I track Orders for **Seizure of Property** and Orders of Eviction?

    On the ACT screen enter OREXS-Order for Seizure of Property, or OREXE-Order for Eviction, and the officer/bailiff's name or initials in the Misc. field. Set the case for a review date using RVC-Review Scheduled.

    When the court officer/bailiff files his/her return, enter REFXS-Return Order for Seizure of Property Filed, or REFXE-Return Order for Eviction Filed, and delete or adjourn the review date. Cases without a return filed will remain on the Review List.

    The review list is generated when Date Generated Notices are requested. Report Generator can be used to get a list of cases assigned to a court officer/bailiff by selecting the Misc. field for the name or initials of the officer/bailiff.

11. Why won't the CAS screen accept the bar number for our **visiting judge**?

    *Judges must be identified in the Attorney File. Prompt on the Judge field, locate the visiting judge's name or bar number, enter a **2** to change; press **ENTER**. Add a **J** in the Type field; press **ENTER** to update.*

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District Court System
Civil User Guide

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